

MATERIALS MANAGEMENT

JUNE 2003

ATTACHED IS A NEW MATERIALS MANAGEMENT CATALOG

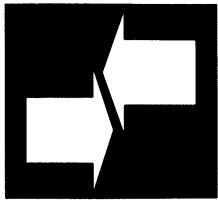
INCLUDED IN THIS CATALOG ARE ALL ITEMS AVAILABLE FROM MATERIALS MANAGEMENT WAREHOUSE, PRICE LIST, ORDERING INSTRUCTIONS, AND A LISTING OF RECYCLED PRODUCT CONTENT FOR GENERAL SUPPLY ITEMS.

PLEASE CONTINUE TO SUBMIT ALL ORDERS FOR MATERIALS MANAGEMENT ON THE STANDARD 116 "SUPPLY ORDER" FORM CAN BE FAXED DIRECTLY TO: (FAX: (916) 928-4644)

IF YOU ARE SUBMITTING YOUR "Supply Order" STD 116 on a version printed from the internet PLEASE REMEMBER TO **ADD A NEW ORDER REFERENCE NUMBER TO THIS FORM EACH TIME YOU ORDER**, AND DON'T FORGET your Agency bill Code and Delivery Address Code.

ALL ORDERS FOR STANDARD STATE FORMS ARE TO BE SENT TO OFFICE OF STATE PUBLISHING ON THEIR ORDER FORM "FMC 200". PLEASE SUBMIT YOUR ORDERS DIRECTLY TO: (FAX (916) 324-9908).

NOTE: The entire Materials Management Supply Catalog is now available on our website: www.pd.dgs.ca.gov – move mouse over to "buying direct". Click on the word "Central Stores", click on "Catalog".



MATERIALS MANAGEMENT

SUPPLY CATALOG

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
PROCUREMENT DIVISION
CENTRAL STORES

MATERIALS MANAGEMENT CUSTOMERS

It is our pleasure to provide you a copy(s) of the revised catalog for commodities available through the California Material Management "Stores" warehouse in Sacramento.

The new catalog is comprised of four (5) Sections:

Section 1 - User Guide/Information

Contains ordering instructions and other customer information. Please share the information with other members of your staff to which the information pertains i.e. Ordering, Receiving or Accounting personnel. If you have a question or encounter problems not addressed in the User Guide, please contact our Customer Service Unit at the numbers listed below.

Section 2 - Agency Forms

Section 3 - PIA & Miscellaneous Items

Section 4 - Publications

Sections 2, 3, & 4 will include separate indexes and price lists. Any photos or illustrations contained in those sections are only representative of the product. The product you receive will be of equal quality to the illustrated item. If you need a new binder for your catalog, we might suggest that you order one of our White Clearview binders made by PIA. You can insert the catalog cover into the front of that type of binder. See Section (3) for commodity ordering number.

Supplemental information will be published and mailed to customers on our catalog mailing list. This information will include updates on discontinued products, changes in product units of measure and price listings. To ensure that you receive future updates, please remember to notify our Catalog mailing list coordinator in the event that you move. A catalog order/update form is included in Section (1) to aid you in doing so.

We hope you find the User Information in Section (1) to be beneficial and the products and services we offer to be satisfactory. It is important to us that you are a satisfied customer. If you have questions or comments please:

Call: Customer Services Information Line (916) 928-4630 No Calnet

Fax: Customer Services (916) 928-4644 No Calnet

Write: Dept. of General Services/Procurement Division
Materials Management "Stores"
P. O. Box 1015
North Highlands, CA 95660

THANK YOU for your continued patronage & support!

Vision: "Provide world class leadership in external operations".
Mission: "We ensure the success of our customer's mission by providing strategic acquisition and material management".

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MATERIALS MANAGEMENT SERVICES

STORES is redistribution and warehousing operation with facilities located in Sacramento. Customers may order supplies on-line through PIN, by mail or by FAX. Orders are filled 24-48 after receipt of orders. Walk-in orders are accepted Monday through Friday, 8:00 am – 5:00 pm and express shipping is available upon request. Customer has access to a variety of supplies, departmental forms, publications and canned goods.

Sacramento – (916) 928-4630

No Calnet

TRANSIT STORAGE satisfies your temporary need for warehouse space to store any new or used item in transition to, or from, its point-of-use. The current rate of 11 cents per cubic foot includes local pick-up and delivery, receiving, storing and redistribution services. Replacement of lost or damaged items (rarely happens!) is guaranteed. High security and after hours accessibility make Transit Storage a great alternative for customers who need bulk storage space to supplement their point-of-use warehouse or mail room operation. Additionally, Transit Storage will assist you in disposing of your surplus items.

Sacramento – (916) 928-5839

No Calnet

STATE AGENCY FOR SURPLUS PROPERTY specializes in recycling used surplus personal property donated by State and Federal agencies. The Property Reutilization unit assists customers in acquiring State-owned items such as office furniture, file cabinets, room dividers and other equipment. The Federal Hardware unit has thousands of items on hand at our Sacramento and Fullerton facilities. Every State agency is eligible to receive surplus personal property acquired through the U.S. Department of Defense. Your agency may become a “donee”, then acquire, use and take title to such things as autos, tractors, boats and at times surplus food, airplanes, helicopters. Your agency may screen items on-site at military bases or submit “want lists” to our Surplus Property allocators who shop for you.

Sacramento – (916) 928-4630 FAX (916) 928-0304 Fullerton – (714) 449-5900 FAX (714) 449-5917

No. Calnet

CALNET 8-666-5900

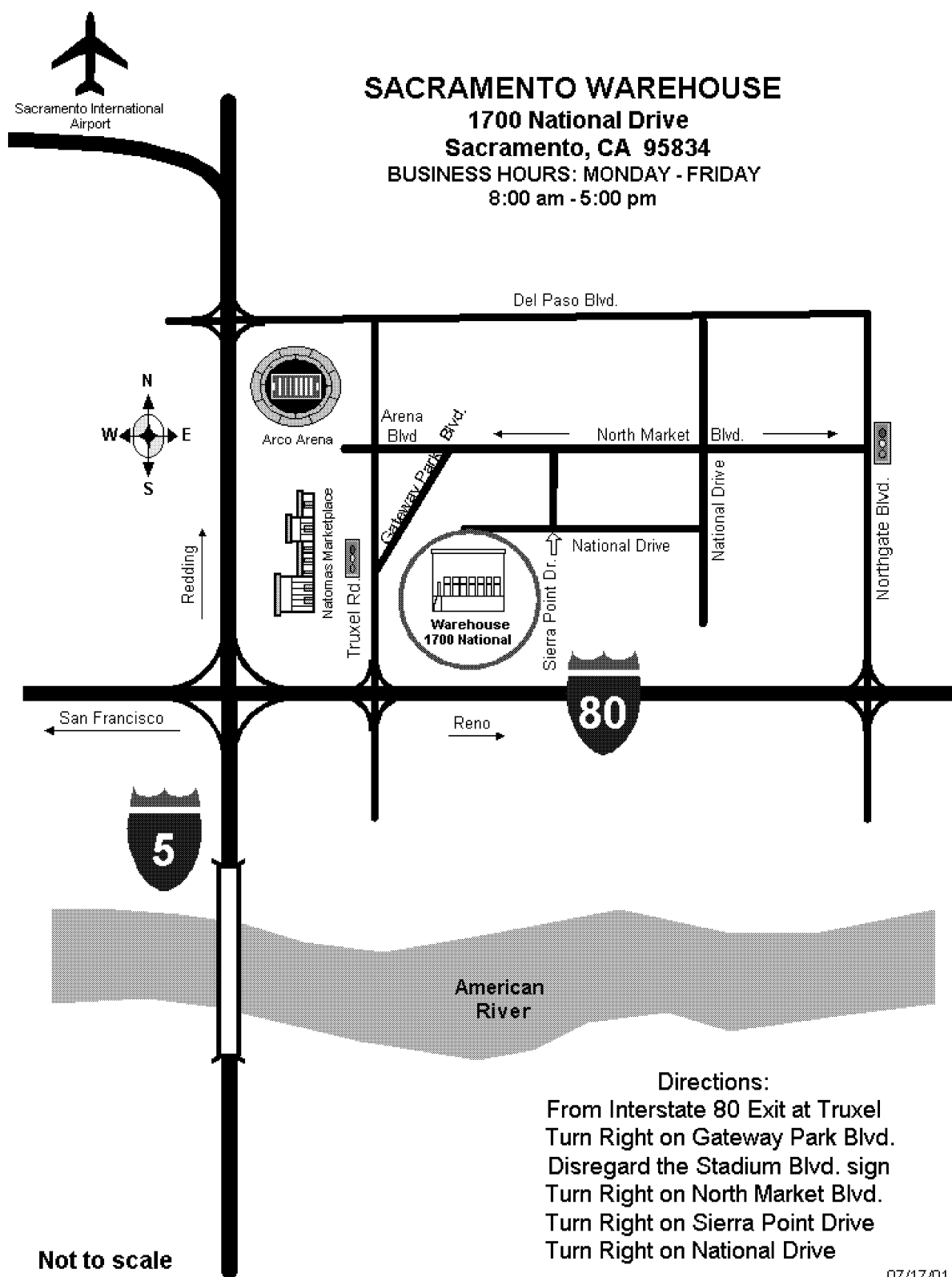
8-666-5917

DOCUMENTS AND PUBLICATIONS specializes in receiving, storing and distributing a variety of documents and publications owned by other customer State agencies. This unit provides the general public and State agencies walk-in counter service Monday through Friday 8:00 am – 5:00 pm, with one-stop, cash and carry shopping for publications printed by the Governor’s Office and other departments such as Industrial Relations, Justice, Consumer Affairs and Health Services. Documents and Publications also provides shipping and mail order services.

Sacramento – Customer Service (916) 928-4630, No Calnet

TRANSPORTATION offers a full range of services such as estimated freight work-ups, carrier routing, freight bill audit carrier rate negotiations, specialized training, loss and damage claims and transportation contract review. Transportation provides specialized consultation for State shippers regarding transportation issues, develops specialized knowledge of rates, tariffs problems so that State shipments are transported in the most expeditious, economical and efficient manner, insures adequate State representation before administrative rate-setting bodies and disseminates transportation information to all State Agencies.

Program Manager – (916) 928-9841 No Calnet



07/17/01

**ORDERING
SUPPLIES**

When ordering supplies from Central Stores warehouse, you need to fill out a **Supply Order Form (STD #116)**. This form is available from Office of State Publishing, Forms Management Center, 344 North 7th Street, Sacramento, CA 95814 (IMS P-6). This form is **sold by the package (PG)** for a package of 50 sets.

Mail us a completed/signed “original only” Supply Order form or **fax** your order in lieu of mailing. Incomplete/unsigned orders will be returned. **“Walk-in”** service is also available. See the “How to Order” instructions & “Walk-in Policy” information for more details.

If you have previously done business with us and have recently moved, notify Customer Service by phone to “update” your address/delivery code information prior to mailing or faxing your order form.

NOTE: Pin on-line users’ supply orders are automatically transmitted to Stores when the order is set to “approved”. They can also update their own delivery address (location) codes. (It is requested that they have PIN training in that area before making changes on their own.) If desired, they can call Customer Service to make the changes for them. Address information should be updated prior to the order being approved/sent to avoid orders being shipped to the WRONG location. See the “Electronic Ordering” page for details.

**NEED A
STORES
CATALOG**

Stores Catalogs are available free of charge and list commodities available for purchase at our warehouse in Sacramento. To obtain copy(s) and be placed on our mailing list, complete a catalog order form. Many agencies have Stores Catalog coordinators and you may be advised to go through them to order/receive copies. Call our Customer Service section. The catalog is available On-Line@ dgs.ca.gov.

**PRICING
INFORMATION**

Price Lists are mailed out quarterly. Prices shown on the price lists include mark-up and prepaid freight and while substantially accurate will fluctuate with changes in product costs to Central Stores section.

Unit price information is not required when you manually complete the Supply Order Form because the customer will be charged based on whatever the current “computer” selling price is for the item when the order is entered and approved. Many customers do complete the unit price section of the order form because their own agency requires them to estimate/report the amount they may be expending up front for the items. Just remember, it is only an estimate and actual costs/charges will appear on monthly invoices generated after the order is shipped. If you need an updated Price List for estimating supply order costs, please call Customer Service to request one.

NOTE: On-Line agencies have an advantage by being able to see the actual selling price/charges incurred when they enter/approve their orders. Invoices, reflect the same charges as ordered.

RECEIVING SHIPMENTS

All Stores packages/paperwork will be labeled with your address. Be sure to confirm via the address that the shipment is yours you sign for it. You may **REJECT** any shipment that is *not* addressed or consigned for delivery to your agency. If a shipment is correctly consigned to you and you **REJECT** it due to an ordering error on your part, your agency will be liable for the return freight charges. (See more details under “*Guidelines for Receiving Shipments*”).

A shipping order/pack slip will be sent with each order shipped. It will list the commodities and quantities shipped. Be sure to notify us of any discrepancies by completing the Notice of Exceptions (NOE) form. A “summary” near the end of the pack slip re-lists the items shipped and also includes commodities backordered, cancelled or shipped due to other circumstances. It also references your original orders number(s) so you can keep track of completed, cancelled and open order lines and coordinate that information with your accounting office. An invoice will be mailed to your accounting office after the shipment is made. (See the “*How to Log In Shipments*” section for additional info).

NOTE: On-Line agencies to PIN can complete the NOE electronically.

RETURNING ITEMS or REPORTING SHORTAGES, OVERAGES & DAMAGES

In order to receive credit for any discrepant shipping order item you must complete a Notice of Exceptions (NOE) form.

This applies to reporting shortages, overages and damages as well as wanting to return merchandise previously ordered. **If merchandise is returned without prior NOE approval**, we will accept the merchandise but **no credit** will be ISSUED. If no discrepancies are reported, invoices will be generated charging you for the items/quantities on the original shipping order. If there are shipping discrepancies, it is important that you coordinate NOE information with our warehouses as well as with you accounting office. That will enable us to resolve the shipping issues and credit or reship as you have noted on the NOE form. (See the sections on *Returning Merchandise & Completing the Notice of Exceptions* forms for more detailed information).

INVOICING

Stores invoices are generated the first day of the month for shipments made to customers during the previous month (ie: July 1 dated invoices reflect June shipped activity). The invoices are then distributed/mailed and the customer should receive them no later than mid-month.

State Agency Accounts: (on direct transfer) receive a computerized invoice listing in Ref # sequence & shipping orders and items/charges connected to them. **Local Government & State Agencies:** (not on direct transfer) also receive a computerized invoice and detailed Ref #, shipping orders and items/charges but their invoice also includes a cut-off remittance slip. It should be returned along with customer’s check for payment to aid General Services in processing the information. (See section on *Invoicing/Payment Issues* for sample invoices or if you have specific questions/problems.)

CUSTOMER SERVICES

Public #
(916) 928-4630

Fax
(916) 928-0304

We will be happy to answer your inquiries concerning:
(Or refer you to someone who can)

- . Stock availability/stock due-in issues
 - . Maximum order quantity issues
 - . Delivery address code information
 - . Status of your orders (**Please have your Billing Code # and STD 116 Pre-printed OR agency assigned number ready**)
 - . Change of address/updates. See the address change form in Section 1)
 - . General product information
 - . Pricing information or new price lists
 - . New products
 - . Shipping Orders – **No pack slip received? Summary issues; or other**
(Also see “Guidelines/Receiving, Shipping & Logging In of Stores Shipments in Section 1)
 - . Notice of Exception “NOE” issues (Also see samples/instructions Section 1)
 - . Invoicing issues – (Also refer to Section 1 Userguide Information)
 - . Available reporting information i.e. Agency Backorders, Usage.
 - . **PIN** Catalog issues (sold through Stores – but specific questions regarding it to)
- Procurement Division, Customer Service 1-800-559-5529
- . “FAX” your Supply Orders STD 116 directly to our Key Data Operator
(916) 928-0304

HELP DESK for PIN on-line Customers ONLY:

*(916) 375-4375

- Customers may order ON-LINE via PIN, BY MAIL, OR BY FAX
- Orders are filled/shipped w/in 24-48 hours after receipt
- Walk-in orders are accepted Monday thru Friday (8 AM to 5 PM)
No Faxes accepted on Walk-in orders

INSTRUCTIONS FOR ORDERING

- A) USE a Supply Order Form (STD 116)
- B) COMPLETE the order form per the numbered instructional fields/information below and correspond to the SAMPLE STD 116 following these instructions.
- (1) ADDRESS the merchandise is to be delivered to:
 - (2) SIGNATURE (authorized person)
 - (3) CONTACT PERSON'S NAME &
 - (4) Phone number – Provide both CALNET & Regular #'s and Extension
 - (5) ORDER/REFERENCE #
 - *IF agency is completing the preprinted STD 116, the number will vary with each form that is submitted (Agency shouldn't reuse copies of previously submitted STD 116's).
 - *IF agency has developed a STD 116 prototype on computer OR have downloaded a copy from the STD site that they fill in, they need to **make sure they assign a new (different) number each time they submit their order.**
 - (6) DATE order is prepared by customer
 - (7) Your valid 5-digit AGENCY BILL CODE – contact your accounting office if you're not sure which one to use. If you're ordering for the first time and are not a State agency contact our Customer Service section to have one assigned.
 - (8) 3- digit DELIVERY ADDRESS/LOCATION CODE (Should coincide with shipping address information assigned to the specific bill code being used for ordering). If you have been assigned anew bill code, moved, or if this code is unknown to you contact the Customer Services. they will advise you of the correct code, assign one to you and/or update your address prior to you sending in your completed order form. Be sure to make note of this code for future order submittals. The delivery code can vary by bill code so please call if you're not sure.
 - (9) FISCAL YEAR for billing – defaults to current year.
 - Agency Note: For orders submitted in June/July, customers should mark the appropriate box so that their purchases get billed to correct fiscal year i.e.:
 - JUNE dated orders with "current" x'd = current year funds.
 - JUNE dated orders with "other" x'd = new/next fiscal year funds
 - JULY dated orders with "current" x'd = current year funds (NEW YR.)
 - JULY dated orders with "other" x'd = old/prior year funds
 - 10) BACKORDERS Yes/No – If box not marked, any out/stock items or balances thereof will be cancelled.
 - 11) COMMODITY/STOCK NUMBERS (12 digits) – USE STORES CATALOG
 - *Do not use old supply orders to determine the stock number because if they were wrong, it will cause your new orders to be wrong and error out also.
 - *Stock numbers do not have to be in number sequence.
 - *Forms, pubs, general supply ,PIA items can be mixed on the same STD 116
 - NOTE: Items combined on the same STD 116 may not all be delivered on the same shipping order. Publications are always shipped separately and some of the other items listed are often shipped from another warehouse/on a different shipping order. If you receive a shipment and items (other than PUBS) that were on the same 116 are not listed as items shipped nor their status included in the summary, call Customer Services to confirm their whereabouts.
 - 12) QUANTITY – think in terms of correct Unit/Measure so you won't get more merchandise than you really want.

12) Continued

- * **Do Not** use old supply orders to determine quantities to determine quantities because if you ordered wrong/too much before, it may cause you to make the same mistake again.
- * Maximum order quantities are set in system and cause quantities over that max to be cancelled. We want to be accommodating so if you've experienced problems in the past and situations arise where you need specific large quantities (i.e. new prison activation be sure and attach a memo to your order (ATTN: Mary Keating) justifying the need or use the "Comments Section" to alert us to your special need(s).

13) UNIT OF MEASURE – 2 character unit/measure abbreviations per catalog description. The U/M is actually tied to the 12-digit stock number so whatever U/M the customer has referenced on the STD 116 is not input but appears automatically when input. thinking about the correct U/M when you order however, will help you to determine the appropriate quantity and prevent you from under/over ordering. * Again don't use old supply orders to copy from. The unit/measure may have changed or you may have ordered incorrectly in the past.

14) DESCRIPTION from Stores catalog that matches the 12-digit Stock Number you're ordering.

15) UNIT PRICE (optional) – customer will be charged whatever the CURRENT selling price is at the time the order is entered and approved. Price Lists are sent to our customers as needed to give them an idea of what our prices are. Prices can fluctuate with changes in product costs to Stores. An invoice generated after shipment will reflect the actual charges for payment.

16) COMMENTS – use this space to alert us to any special needs:

- i.e: "please override (MAX ORDER QUANTITIES (indicate reason)
Item needed for new prison startup etc.

Emergency – (State reason for emergency)
Earthquake, flood, fire etc.

If no comments are included, your order will be input & processed in normal fashion.

C) CALL Customer Service before submitting your order form if you have questions:

Phone: (916) 928-4630

D) MAIL COMPLETED, signed original only, of Supply Order from (STD 116) to the address noted at the top of the STD 116 form.

E) FAX STD 116 to Sacramento (916) 928-4644 - REMINDER do not mail original copy of a faxed order.

Completing the STD 116 correctly with the required information
will assist Stores staff in responding to your supply needs
WE LOOK FORWARD TO SERVING YOU!

SUPPLY ORDER

STD. 116 (REV. 12-97)

WALK-IN HOURS

8 AM - 5 PM, Monday - Friday

NO walk-in fee is charged.

INSTRUCTIONS FOR COMPLETING THIS ORDER are in Section 1 of the Materials Management Catalog. **PRINT** or **TYPE** the Order and **MAIL THE SIGNED ORIGINAL ONLY TO:**

Materials Management
Customer Services
P. O. Box 1015
North Highlands, CA 95660-1015
PHONE: (916) 574-2200 or CALNET 8-481-2200
FAX: (916) 574-2500 or CALNET 8-481-2500

Orders will be returned if not properly completed. If you FAX your order, **do not mail original**. (It is not necessary to call us to confirm receipt of your fax.)

ORDER/REFERENCE NUMBER
(This number will appear on the invoice)**5**

1175948

If alteration of the above number by the customer results in duplicate shipments, customer will be responsible for the resulting freight charges.

If your office has moved OR if you are using a new billing code, call Customer Services prior to submitting this order to change/establish a Delivery Address Code.

SHIP TO

1

OFFICER AUTHORIZING EXPENDITURE (Signature)

2

ORDER DATE

6DELIVERY ADDRESS
CODE (Not your IMS
Code)

PLEASE PRINT OR TYPE AUTHORIZING OFFICER'S NAME

AGENCY BILLING CODE

7**8**FOR FURTHER INFORMATION FROM AGENCY ABOUT THIS ORDER, CONTACT
(Name)**3**

AGENCY INTERNAL ORDER NUMBER (Optional)

CALNET NUMBER

LOCAL TELEPHONE NUMBER

8-

4

()

FISCAL YEAR FOR BILLING

(Specify)

9 ☐ CURRENT ☐ OTHER

BACKORDER OUT-OF-STOCK ITEMS?

☐ YES☐ NO(If this section is not completed,
no backorders will be allowed.)**INFORMATION FOR ORDERING AND RECEIVING STAFF**

- The items ordered below will be shipped by the Materials Management warehouse.
- When shipment is received, use the Materials Management shipping order (packslip) and compare the items/quantities shipped to the information on this supply order document. (Be sure to also look at the 'SUMMARY' at the bottom of the shipping order for information on non-shipped or cancelled items.)
- Report any discrepancies to Materials Management within 5 days using the Notice of Exception (NOE) form. Refer to Section 1 page 8-9 of our Supply Catalog (5/03 version) for instructions on how to complete the NOE.
- NO CREDIT or RESHIPMENTS will occur unless an NOE is sent to us.

LINE NO.	COMMODITY/STOCK NUMBER	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	PRICE EXTENSION
1	11	12	13	14	15	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
COMMENTS/OTHER INFORMATION 16					TOTAL	\$

WHEN A SHIPMENT ARRIVES AT THE DOCK FOR DELIVERY POINT:**1. Check for correct address**

- . You are accountable for any shipment for sign for regardless of delivery address
- . Reject any shipment that is not addressed or consigned for delivery to your agency.
- . Before rejecting shipments correctly consigned to you, determine who pays return freight charges. Your agency may be liable for return freight charges.
- . Have the delivery person sign the freight bill as verification of the number of pieces delivered (on freight shipments) in addition to your signature.

2. Verify Piece Count

- . Compare piece count delivered with pieces noted on the freight bill. The section on the freight bill describing the “number of pieces” is what you are legally accepting.
- . Stores ships customer orders with couriers by “case” counts. If a courier attempts to deliver an order on “1 pallet” as the number of pieces, call our shipping unit (the one from where the shipment originated);

SACRAMENTO: (916) 928-5939

3. Note any Exception on Freight Bill

- . Have the driver sign next to any notation of short, over or damage that you have indicated on the freight bill BEFORE you sign for the shipment. Initials are not acceptable.
 - Short/Over: Note the total number of pieces short or over on the freight bill.
 - Damaged: List and describe on the freight bill the exact number of pieces damaged, type of damage and the extent of damage to contents.
Example: 1 case of binders, 2 damaged
10 pads of forms, 1 damaged
- . Stores will file a claim with the courier only when the freight bill is properly noted.
Do not send back any overages with the courier unless noted on the freight bill.

(Note: Agencies that do not receive their shipments direct from the courier should always request a copy of the signed freight bill from their in-house receiver and then follow steps 1 through 3)

AFTER YOU HAVE SIGNED FOR THE SHIPMENT – Follow the instructions under “How to Log Stores shipments from the Pack Slip”.

**MATERIALS MANAGEMENT/STORES
WALK-IN SERVICE POLICY****HOURS:*****MONDAY THRU FRIDAY******8:00 am – 5:00 pm*******Call ahead/make special arrangements if you need to come between Noon and 1 PM to pick up an order.*******No walk-in fee charged*******See Maps for locations*****REQUIREMENTS:******Completed “Original” Supply Orders (STD 116)
with authorized signature******(Delivery address code should be included as part of the STD 116 information – call Customer Service to confirm questionable codes prior to coming in with your Walk-in Request)******DO NOT USE THE NEW OSP FORM FOR
MATERIALS MANAGEMENT ORDERS*****SUGGESTIONS:******Call Customer Services ahead of time to confirm stock availability (916) 928-4630.******(Remind Customer Services of which warehouse you are traveling to for the walk-in so they can verify availability at the correct warehouse)***

- ***DO NOT FAX walk-in orders***
- ***Original orders will be input & filled when the customer arrives***

RETURNING ITEMS or REPORTING SHORTAGES, OVERAGES & DAMAGE

via the **NOTICE OF EXCEPTION (NOE)** Form (See Sample of 'NOE' on following page)

- 1) A Notice of Exception (NOE) form is included with every Stores Shipment. Items listed on the packing slip (shipping order) as "ship qty" will automatically show as invoice charges on the next month's invoicing cycle. **If all items shown as shipped were received in good condition, there is no need to complete an NOE.**
- 2) If **shortages, overages, damages** are discovered while logging in your shipment, it is important to **complete an NOE within five (5) days after receipt of order.**
 - Forward a completed NOE to the warehouse address indicated at the top left of the form.
 - A copy of the NOE along with any receipt information should also be forwarded to your accounting office – it will help them in reconciling debit/credit entries on invoices.
 - Once the NOE is received at our warehouse, we will address the discrepant entries and either re-ship pickup, or credit you based on the "action" (code) you indicated on the form.
 - **No credit** will be given for shipping discrepancies unless and NOE claim is filed with our warehouses. Invoices charges for unreported discrepancies **will not** adjusted later.
- 3) **Returning Items**
 - If you have ordered too much of an item or the wrong item and want to **return it** for credit, **complete an NOE/Section 3 requesting authorization first.**
 - Send the completed NOE to us: *Do not return the item with the NOE.*
 - Once the NOE is received, we will verify that the item requested to be returned is not targeted for discontinuance or that there is no other reason why we wouldn't want to accept the item back.
 - We will then fax/mail an Authorization to Return (ATRM) to you and you can make arrangements to "cost effectively" return the items to us.
 - Since you have to pay shipping costs to get the item(s) back to us, it may not be cost effective to return items for credit with a value of less than \$25.
 - Once received back into our stock, you will receive credit for the item(s). The credit should show on next invoicing cycle.
 - **No credit** will be given for 1) items returned to us in non-reissuable condition; 2) forms with obsolete "revision dates"; and 3) items returned *without* prior authorization. Items returned *without* prior authorization will be put back into our stock but you will not receive credit for them.
 - Sometimes due to stock out situations at one warehouse canned food is shipped from which you usually receive your supplies. If you need to request to **return an item previously shipped from an alternate warehouse, always send the NOE to the warehouse geographically closest to you** even if it's not the warehouse that shipped you the item. (The exception to this is publications and forms items which are only stocked in Sacramento and therefore must be returned there).
- 4) **Instructions for Completing the NOE**
 - Top; Complete all fields and include both regular and CALNET phone # formats. Attach copies of documents requested.
 - Part 1; Complete this section and be sure to indicate the total number of cartons received whether... it was a freight or UPS shipment.
 - Part 2; Describe the discrepancy(s) and what action we can take to satisfy your need. Keep **"cost effective"** in mind when indicating what action is required. If small shortage is being reported (96 of 100 received/pkging factor?, perhaps it's smarter to request credit rather than requesting that the 4 shorted items be reshipped.
 - Part 3; Complete this section *'to request permission'* to return merchandise. **Do not return** merchandise with the completed NOE. After we have reviewed your request and determined the item to be one which is still being sold by Stores, we will fax/mail you an ATRM to accompany the actual merchandise back to specific warehouse. That will ensure you receive *'credit'* for the merchandise once it is received back by us.
 - Part 4; If item(s) shipped by Stores are of *poor quality, defective or showing substandard performance*, advise us in this section. We replace any item that doesn't meet your expectations. complete Part 3 also and forward NOE to Stores for action.

(REV. 5/99)

**OFFICE OF PROCUREMENT
MATERIALS MANAGEMENT**

SECTION 1

	Date	Bill code #	Supply order #	Shipping order #
--	------	-------------	----------------	------------------

OFFICE OF PROCUREMENT
Materials Management
1700 National Drive
Sacramento, CA 95834
(916) 928-5839
Fax (916) 928-5840

Name (please print)

Agency

Telephone #

NOTICE OF EXCEPTIONS MUST BE ACCOMPANIED BY A COPY OF THE SUPPLY ORDER (STD 116), SHIPPING ORDER, AND A COPY OF THE FREIGHT BILL (IF APPLICABLE)

1. CARRIER

DATE OF DELIVERY:

FREIGHT BILL #:

☐ STATE TRUCK ☐ UPS ☐ FREIGHT COMPANY _____

(NAME)

☐ QUANTITY RECEIVED DIFFERS FROM SHIPPING ORDER: Pieces on Freight Bill _____

Pieces actually Received _____

2. ☐ DISCREPANCIES (OVER, SHORT, DAMAGE, WRONG ITEM)

<u>COMMODITY CODE</u>	<u>UOM</u>	<u>QTY SHIPPED</u>	<u>QTY RECEIVED</u>	<u>REMARKS</u>	<u>*CODE</u>

***Action Codes:**

(A) Overage accepted, invoice
 (B) Overage being held pending return instructions
 (C) Shortage accepted, please credit

(D) Ship remaining balance
 (E) OTHER (describe):

3. ☐ **REQUEST FOR AUTHORIZATION TO RETURN STOCK. THIS IS NOT AN AUTHORIZATION TO RETURN STOCK BUT ONLY A REQUEST. YOU WILL RECEIVE IN WRITING THE AUTHORIZATION. CREDIT WILL NOT BE GIVEN FOR UNAUTHORIZED RETURNS.**

COMMODITY CODE: _____ QTY ORDERED: _____ RETURN QTY: _____
REASON FOR RETURN: _____

Materials Management pays for transportation costs and it is our responsibility to obtain reimbursement from the delivering carrier for shortages, damages and/or open cartons in transit of shipments from Material Management warehouses.

Material Management can file a claim only on the basis of information furnished by the receiving agency. The freight bill should be signed only after completing a careful physical check to assure that all material is properly consigned to the receiving agency and is received complete and in good order.

1. On the freight bill, notate as to any shortages, damages and/or open cartons have the carrier's driver sign/date by the notations before you sign the freight bill.
2. If Materials Management's truck delivers the order make the same notation.
3. Complete the Notice of Exception (NOE) and notify Materials Management of any shortages, damage and/or open cartons within five (5) days of receipt of goods.
4. Agencies can follow-up with the delivering carrier for any shortages noted at the time of delivery.

To facilitate checking of deliveries, a packing list is enclosed with each shipment. As packages and cartons are opened, check carefully their contents against the packing list. Also check for any concealed damage. The packing list quantities are the quantities against which receiving should be checked. Any shortages, overages, damage and/or open cartons discovered should be reported to Materials Management. Also bear in mind that Materials Management at times rounds off quantities to conform with packaging. However, the packing slip will show the quantity shipped.

Documentation of Claim:

In order to substantiate claims for shortages and/or damages filed against carriers the following documents and data should be forwarded to Materials Management.

1. Copy of carrier's freight bill or delivery document bearing notation of shortages and/or damages.
2. Copy of carriers inspection report when issued for damages.
3. Statement of all pertinent facts concerning the shortage or damage not in the documents above.

Product Quality:

If you are experiencing a product quality problem with an item purchased through Materials Management "Stores" you should contact the Warehouse Office (916)928-5839. **THIS FORM** must be returned with all necessary information needed to process. Approval will be given and an "Authorization to Return" will be sent to the agency to accompany the return.

Stores invoices are generated on the 1st of each month and reflect charges/credits for shipments/returns made to/by customers during the previous month. (See Sample Invoices)

General information concerning Invoices and the information on them.

1. **Invoices can be reprinted.** If originals were never received, contact Customer Services. Be prepared to provide them with Invoice #(s) and date(s) in order to expedite the request. We can send a “copy” from our records or an actual reprinted invoice(s).
2. **Items shipped and then returned** (via the NOE process) **in same month** will not appear on invoices. (they actually negate each other if same amount returned as was shipped)
3. **Items shipped in one month and returned in a following month period** will initially reflect a debit (from shipping order activity) and on later invoices a credit (once merchandise is received by us.)
4. **Credits for returned merchandise do not show on invoices** until stock is received back our warehouse and acknowledged in our system.
5. **No credit will ever show up** unless merchandise is returned via the proper channels – NOE process. (see more information under Notice of “Exception”).
6. It is up to **agency receiving departments to complete the NOE information** (if necessary) upon receipt of Stores shipments and forward the information back to us. We can then address the problem and properly reship/credit the agency. **If NOE procedures aren’t followed for shipping discrepancies, we will be unable to credit you later for the difference.**
7. **When shipping orders and charges show on an invoice, it’s an indication that “Stores has shipped** the merchandise. The agency’s accounting office should also have a matching receipt document from their agency receiving unit that concurs they have in fact received it. If that shipment confirmation is questionable/missing, follow-up should be done with Stores so a “tracer” information can be initiated. (The shipment may have been delivered to the wrong place.) The agency should do this routinely and not wait until fiscal year to attempt resolution.
8. **Contested Invoices?** There really shouldn’t be any.
 - . **If NOE procedures are being properly followed** by agency receiving units to allow Stores to respond to reported discrepancies, **the charges/credits on invoices should agree** with shipping activity and NOE adjustments that have taken place. If agency still feels the need to pursue an invoice issue they should provide *cover letter, “copy” of Stores invoice, shipping order “copy” indicating non-receipt and copy of original NOE claim form.*
 - . Send information to Materials Management- Stores, P.O. Box 1015, North Highlands, CA 95660.

9. Internal agency/bill code issues i.e. wrong fiscal year charged or wrong bill code within the same agency charged in error:

- . Wrong Fiscal year billed: Contact General Services/Accounting directly to make correction. Agency should provide Controller Acct # and invoice amount to be adjusted.
- . Want different bill code charged: If within same agency (i.e. 23709 to 23730) and they same Controller Acct# - an adjustment serves no purpose. In these situations all an agency needs to do is “make manual adjustment by posting correct information to their own system records”.
- . In either scenario, *CALL*: Fee Chang at DGS/Accounting if you have questions **(916) 327-5402**.

10. Wrong agency billed – Stores is required to credit wrong agency billed and either reship/re-debit the correct agency or request the correct agency reorder depending on how the error occurred.

- . This usually means the shipping order went to the wrong place (due to the supply order being incorrectly completed/input). The shipping order should have been refused by “wrong” agency and returned to us. Stores would initiate an NOE to credit the wrong agency.
- . If the correct agency initiated this problem by incorrectly completing the original Supply Order, STD 116, they would be asked to submit a new Supply Order with correct bill code/delivery address code information.
- . If the original Supply Order was correct and just input incorrectly, Stores will recode the order correctly and initiate shipping order so the correctly agency received the merchandise and is invoiced correctly.

If you have other questions or concerns not addressed above, please contact Customer Services



Department of General Services

Office of : **PROCUREMENT**
Type of Service : **MATERIAL SERVICES**
Fund : **SERVICE REVOLVING FUND**

ACCOUNT NUMBER	CUSTOMER NAME AND ADDRESS
87631	MENTAL HEALTH A-31 PROGRAM COMPLIANCE MEDI-CAL OVERSIGHT-NORTH 1600 9TH STREET SACRAMENTO CA 95814 6210 - MATERIAL SERVICES

INVOICE DATE
01/01/03

INVOICE NO.
521903

Service Period : **DEC 02**

LINE	STOCK NUMBER	UNIT	WH	DESCRIPTION	QUANTITY	PRICE	EXTENDED AMT	PAGE

	AGENCY REF # 1078113							
	SHIPPING ORDER # 415172							
1	8115-726-0001-6 BN			NO CONTAINER CORRUGA	2	34.46 \$	68.92	1
T O T A L \$							68.92	
T O T A L INVOICE COST \$							68.92	

If you disagree with information on this invoice, send invoice copy and query to: Material Services, Customer Services Section, P.O. Box 1015, North Highlands, CA 95660-1015 Phone: (916) 928-5839

No adjustments will be made on Material Services invoices issued by Dept. of General Services 60 days after the invoice date.

IF THERE ARE ANY QUESTIONS CONCERNING THIS INVOICE, PLEASE CONTACT
THE OFFICE OF PROCUREMENT OR CALL (916) 928-5839 CALNET

**DO NOT PAY - PAID BY
CONTROLLER JOURNAL ENTRY**



Department of General Services

Office of : **PROCUREMENT**
Type of Service : **MATERIAL SERVICES**
Fund : **SERVICE REVOLVING FUND**

ACCOUNT NUMBER	CUSTOMER NAME AND ADDRESS
90077	PALOMAR MEDICAL CENTER ACCOUNTS PAYABLE MENTAL HEALTH UNIT 555 EAST VALLEY PARKWAY ESCONDIDO CA 92025 6210 - MATERIAL SERVICES

INVOICE DATE
02/01/03

INVOICE NO.
522249

Service Period : **JAN 03**

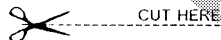
LINE	STOCK NUMBER	UNIT	WH	DESCRIPTION	QUANTITY	PRICE	EXTENDED AMT	PAGE	1

AGENCY REF # 1193657									
SHIPPING ORDER # 416048									
1	7540-560-3020-2	PD		NO FORM MH 302 - APP	20	1.91 \$	38.20		
2	7540-560-3030-5	PD		NO FORM MH 303 - INV	10	1.90 \$	19.00		
T O T A L \$							57.20		
T O T A L INVOICE COST \$							57.20		

If you disagree with information on this invoice, send invoice copy and query to: Material Services, Customer Services Section, P.O. Box 1015, North Highlands, CA 95660-1015 Phone: (916) 928-5839

No adjustments will be made on Material Services invoices issued by Dept. of General Services 60 days after the invoice date.

THIS INVOICE MUST BE PAID IN FULL. IF THERE ARE ANY QUESTIONS CONCERNING THIS INVOICE, PLEASE CONTACT THE OFFICE OF **PROCUREMENT** OR CALL (916) 928-5839 CALNET



CUT HERE

Please return this portion with payment.

MAKE CHECK PAYABLE TO : **DEPARTMENT OF GENERAL SERVICES**

MAIL TO :

DEPARTMENT OF GENERAL SERVICES
P.O. BOX 989053
WEST SACRAMENTO, CA. 95798-9053

Fund : **SERVICE REVOLVING FUND**

PLEASE PAY THIS AMOUNT
57.20

AMOUNT PAID

ACCOUNT NUMBER	CUSTOMER NAME
90077	PALOMAR MEDICAL CENTER

INVOICE DATE
02/01/03

INVOICE NO.
522249



Department of General Services

Office of : PROCUREMENT
Type of Service : MATERIAL SERVICES
Fund : SERVICE REVOLVING FUND

ACCOUNT NUMBER	CUSTOMER NAME AND ADDRESS
16818	CORRECTIONS B-23 HASS - FISCAL MGMT UNIT FAC PLANNING&FINANCE FACILITIES MANAGEMENT DIV PO BOX 187019 SACRAMENTO CA 95818-7019 6210 - MATERIAL SERVICES

INVOICE DATE
01/01/03

INVOICE NO.
521663

Service Period : DEC 02

LINE	STOCK NUMBER	UNIT	WH	DESCRIPTION	QUANTITY	PRICE	EXTENDED AMT	PAGE

AGENCY REF # 121102TMS								
SHIPPING ORDER # 415470								
1	7510-183-3704-0	EA		NO BINDER VINYL WHIT	24	4.92 \$	118.08	1
2	7510-183-3703-9	EA		NO BINDER VINYL WHIT	24	4.48 \$	107.52	
T O T A L \$							225.60	
T O T A L INVOICE COST \$							225.60	

If you disagree with information on this invoice, send invoice copy and query to: Material Services, Customer Services Section, P.O. Box 1015, North Highlands, CA 95660-1015 Phone: (916) 928-5839

No adjustments will be made on Material Services invoices issued by Dept. of General Services 60 days after the invoice date.

IF THERE ARE ANY QUESTIONS CONCERNING THIS INVOICE, PLEASE CONTACT
THE OFFICE OF PROCUREMENT OR CALL (916) 928-5839 CALNET

DO NOT PAY - PAID BY
CONTROLLER JOURNAL ENTRY



Office of : **PROCUREMENT**
Type of Service : **MATERIAL SERVICES**
Fund : **SERVICE REVOLVING FUND**

Department of General Services

ACCOUNT NUMBER	CUSTOMER NAME AND ADDRESS
16928	CORRECTIONS B-23 HASS - FISCAL MGMT UNIT INSTITUTIONS DIVISION VIOLENT FELON ID PROGRAM PO BOX 187019 SACRAMENTO CA 95818-7019 6210 - MATERIAL SERVICES

INVOICE DATE
01/01/03

INVOICE NO.
521667

Service Period : **DEC 02**

LINE	STOCK NUMBER	UNIT	WH	DESCRIPTION	QUANTITY	PRICE	EXTENDED AMT	PAGE	1

AGENCY REF # VFIP 10152002									
SHIPPING ORDER # 415744									
2	7540-160-0840-6 PG	NO	FORM	CDC 840 - RE	1000	2.92 \$	2,920.00		
SHIPPING ORDER # 415746									
1	7540-160-0839-0 SE	NO	FORM	CDC 839 - CL	3999	0.08 \$	319.92		
T O T A L \$							3,239.92		
AGENCY REF # VFIP10152002A									
SHIPPING ORDER # 415748									
1	7540-160-0840-6 PG	NO	FORM	CDC 840 - RE	39	2.92 \$	113.88		
1	7540-160-0840-6 PG	NO	FORM	CDC 840 - RE	1280	2.92 \$	3,737.60		
1	7540-160-0840-6 PG	NO	FORM	CDC 840 - RE	1076	2.92 \$	3,141.92		
T O T A L \$							6,993.40		
T O T A L INVOICE COST \$							10,233.32		

If you disagree with information on this invoice, send invoice copy and query to: Material Services, Customer Services Section, P.O. Box 1015, North Highlands, CA 95660-1015 Phone: (916) 928-5839

No adjustments will be made on Material Services invoices issued by Dept. of General Services 60 days after the invoice date.

IF THERE ARE ANY QUESTIONS CONCERNING THIS INVOICE, PLEASE CONTACT
THE OFFICE OF PROCUREMENT OR CALL (916) 928-5839 CALNET

**DO NOT PAY - PAID BY
CONTROLLER JOURNAL ENTRY**



Office of : PROCUREMENT
Type of Service : MATERIAL SERVICES
Fund : SERVICE REVOLVING FUND

ACCOUNT NUMBER	CUSTOMER NAME AND ADDRESS
69000	STUDENT AID COMM C-27 PRORATION ATTN: ACCOUNTING OFFICE PO BOX 419026 RANCHO CORD CA 95741-9026 6210 - MATERIAL SERVICES

INVOICE DATE
01/01/03

INVOICE NO.
521847

Service Period : DEC 02

LINE	STOCK NUMBER	UNIT	WH	DESCRIPTION	QUANTITY	PRICE	EXTENDED AMT	PAGE	1

AGENCY REF # 11									
SHIPPING ORDER # 415843									
1	8115-726-0005-3 BN			NO CARTON CORRUGATED	60	9.61 \$	576.60		
2	8115-726-0004-1 BN			NO CARTON CORRUGATED	20	14.88 \$	297.60		
T O T A L \$							874.20		
T O T A L INVOICE COST \$							874.20		

If you disagree with information on this invoice, send invoice copy and query to: Material Services, Customer Services Section, P.O. Box 1015, North Highlands, CA 95660-1015 Phone: (916) 928-5839

No adjustments will be made on Material Services invoices issued by Dept. of General Services 60 days after the invoice date.

IF THERE ARE ANY QUESTIONS CONCERNING THIS INVOICE, PLEASE CONTACT
THE OFFICE OF PROCUREMENT OR CALL (916) 928-5839 CALNET

DO NOT PAY - PAID BY
CONTROLLER JOURNAL ENTRY



Office of : **PROCUREMENT**
Type of Service : **MATERIAL SERVICES**
Fund : **SERVICE REVOLVING FUND**

Department of General Services

ACCOUNT NUMBER	CUSTOMER NAME AND ADDRESS
38300	CORPORATIONS B-33 BUS SERV OFFICE 1515 K STREET STE 200 SACRAMENTO CA 95814- 6210 - MATERIAL SERVICES

INVOICE DATE
01/01/03

INVOICE NO.
521767

Service Period : DEC 02

LINE	STOCK NUMBER	UNIT	WH	DESCRIPTION	QUANTITY	PRICE	EXTENDED AMT	PAGE	1

AGENCY REF # 246810									
SHIPPING ORDER # 415166									
1	8115-726-0001-6 BN			NO CONTAINER CORRUGA	10	34.04 \$	340.40		
							TOTAL \$		340.40
AGENCY REF # 938750									
SHIPPING ORDER # 415461									
1	8115-726-0001-6 BN			NO CONTAINER CORRUGA	6	34.46 \$	206.76		
							TOTAL \$		206.76
							TOTAL INVOICE COST \$		547.16

If you disagree with information on this invoice, send invoice copy and query to: Material Services, Customer Services Section, P.O. Box 1015, North Highlands, CA 95660-1015 Phone: (916) 928-5839

No adjustments will be made on Material Services invoices issued by Dept. of General Services 60 days after the invoice date.

IF THERE ARE ANY QUESTIONS CONCERNING THIS INVOICE, PLEASE CONTACT
THE OFFICE OF PROCUREMENT OR CALL (916) 928-5839 CALNET

**DO NOT PAY - PAID BY
CONTROLLER JOURNAL ENTRY**

HAVE YOU MOVED??

Please notify Customer Services of your new address by completing this form and mailing/faxing it to the address indicated. It's important to keep us updated so that your shipments get sent to the correct address. Notify us of an address change prior to sending in your supply order.

**CHANGE OF ADDRESS FORM
(FOR SUPPLY ORDER SHIPMENTS)**

Agency Bill Code	_____	Contact Person:	_____
Delivery Address Code	_____	Telephone #	() _____
		Calnet #	() _____
Agency Name			
Agency Unit Name			
Agency Mailing Address (>IMS code if applicable)			
(NEW)			
(OLD)			
/ / yes / / no	INSIDE DELIVERY? If you have an accessible Loading Dock indicate "NO" to avoid unnecessary freight charges from being passed on to Central Stores.		
/ / yes / / no	On-Line/Pin?		
/ / yes / / no	DOES THIS CHANGE APPLY TO INVOICES TOO? (Customer Services Note:) if yes indicated fax to GS Accounting, Edna Belanary (916) 376-5188		
MAIL OR FAX TO:	Department of General Services IMS P-7 Materials Management/Central Stores P.O. Box 1015 North Highlands, CA 95660		
	FAX (916) 928-4644		

Complete this form if you want to be *added* to our "Stores" Catalog mailing list, *change* the address catalogs are being mailed to or the number of catalogs you're receiving or be *removed* from the catalog mailing list.

STORES CATALOG ORDER/UPDATE FORM

NEW	//	AGENCY BILL CODE _____
CHANGE	// *Complete info below too	Delivery Address Code ____
Remove	//	Number/Catalogs Requested ____
Agency Name		
Agency Unit Name		
Agency Mailing Address (Include IMS code for Sacramento Area)		

Contact Person		Telephone # ()
*If you marked the Change Box:		
Indicate OLD Address:		
# Catalogs previously received _____		
Mail to:	Department of General Services Material Management/Stores P.O. Box 1015 North Highlands, CA 95660	IMS P-7
FAX to:	(916) 928-4644 No Calnet	

UNIT OF MEASURE ABBREVIATIONS**BAND.....BD****DOZEN.....DZ****SET.....SE****BOOK.....BK****EACH.....EA****SHEET...SH****BOX.....BX****PAD.....PD****BUNDLE..BN****PACKAGE PG****CASE.....CS****PAIR.....PR**

MATERIALS MANAGEMENT RECYCLED PRODUCT CONTENTS

Page 1

Commodity No	UOM	Product Description Category	Product	% Virgin Content	% Post-consumer	% Secondary	% Total
Binders							
7510-000-3531-7	EA	Cardboard	Binder, Canvas 1"	0%	65%	35%	100%
7510-000-3521-4	EA	Cardboard	Binder, Canvas 1"	0%	65%	35%	100%
7510-000-3522-6	EA	Cardboard	Binder, Canvas 1-1/2"	0%	65%	35%	100%
7510-000-3523-8	EA	Cardboard	Binder, Canvas 2"	0%	65%	35%	100%
7510-000-3524-0	EA	Cardboard	Binder, Canvas 2-1/2"	0%	65%	35%	100%
7510-183-3701-5	EA	Cardboard	Binder, Clear View 1/2"	0%	65%	35%	100%
7510-183-3702-7	EA	Cardboard	Binder, Clear View 1"	0%	65%	35%	100%
7510-183-3703-9	EA	Cardboard	Binder, Clear View 1-1/2"	0%	65%	35%	100%
7510-183-3704-0	EA	Cardboard	Binder, Clear View 2"	0%	65%	35%	100%
7510-183-3705-2	EA	Cardboard	Binder, Clear View 2-1/2"	0%	65%	35%	100%
7510-183-3706-4	EA	Cardboard	Binder, Clear View 3"	0%	65%	35%	100%
7510-001-0100-4	EA	Cardboard	Binder, D-Rg, Vly Stiff, Black 1-1/2"	0%	65%	35%	100%
7510-001-0101-6	EA	Cardboard	Binder, D-Rg, Vly Stiff, Blue 1-1/2"	0%	65%	35%	100%
7510-001-0102-8	EA	Cardboard	Binder, D-Rg, Vly Stiff, Red 1-1/2"	0%	65%	35%	100%
7510-001-0103-0	EA	Cardboard	Binder, D-Rg, Vly Stiff, Black 3"	0%	65%	35%	100%
7510-001-0104-1	EA	Cardboard	Binder, D-Rg, Vly Stiff, Blue 1-1/2"	0%	65%	35%	100%
7510-001-0105-3	EA	Cardboard	Binder, D-Rg, Vly Stiff, Red 1-1/2"	0%	65%	35%	100%
7510-183-3718-0	EA	Cardboard	Binder, Clear View, D-Ring 1-1/2"	0%	65%	35%	100%
7510-183-3717-9	EA	Cardboard	Binder, Clear View, D-Ring 2"	0%	65%	35%	100%
7510-183-3719-2	EA	Cardboard	Binder, Clear View, D-Ring 3"	0%	65%	35%	100%
7510-100-3701-8	EA	Cardboard	Binder, HS, Vinyl, Black 1/2"	0%	65%	35%	100%
7510-100-3702-0	EA	Cardboard	Binder, HS, Vinyl, Black 1"	0%	65%	35%	100%
7510-100-3703-1	EA	Cardboard	Binder, HS, Vinyl, Black 1-1/2"	0%	65%	35%	100%
7510-100-3704-3	EA	Cardboard	Binder, HS, Vinyl, Black 2"	0%	65%	35%	100%
7510-100-3705-5	EA	Cardboard	Binder, HS, Vinyl, Black 2-1/2"	0%	65%	35%	100%
7510-100-3706-7	EA	Cardboard	Binder, HS, Vinyl, Black 3"	0%	65%	35%	100%
7510-000-3802-1	EA	Cardboard	Binder, Fx, Solid Vinyl, Blue 1/2"	0%	0%	0%	0%
7510-000-3811-2	EA	Cardboard	Binder, Fx, Solid Vinyl, Black 1"	0%	0%	0%	0%
7510-000-3812-4	EA	Cardboard	Binder, Fx, Solid Vinyl, Blue 1"	0%	0%	0%	0%
7510-000-3813-6	EA	Cardboard	Binder, Fx, Solid Vinyl, Green 1"	0%	0%	0%	0%
7510-000-3815-0	EA	Cardboard	Binder, Fx, Solid Vinyl, Grey 1"	0%	0%	0%	0%
7510-000-3817-3	EA	Cardboard	Binder, Fx, Solid Vinyl, Red 1"	0%	0%	0%	0%

Abbreviations: D-Rg = D-Ring, Vly = Vinyl, HS = Heat Sealed, Fx = Flexible

01/03/02

MATERIALS MANAGEMENT RECYCLED PRODUCT CONTENTS

Page 2

Commodity No	UOM	Product Description Category	Product	% Virgin Content	% Post-consumer	% Secondary	% Total
Binders							
7510-000-3821-5	EA	Vinyl	Binder, Fx, Solid Vinyl, Black 1-1/2"	0%	0%	0%	0%
7510-000-3822-7	EA	Vinyl	Binder, Fx, Solid Vinyl, Blue 1-1/2"	0%	0%	0%	0%
7510-000-3823-9	EA	Vinyl	Binder, Fx, Solid Vinyl, Green 1-1/2"	0%	0%	0%	0%
7510-000-3824-0	EA	Vinyl	Binder, Fx, Solid Vinyl, Tan 1-1/2"	0%	0%	0%	0%
7510-000-3831-8	EA	Vinyl	Binder, Fx, Solid Vinyl, Black 2"	0%	0%	0%	0%
7510-000-3832-0	EA	Vinyl	Binder, Fx, Solid Vinyl, Blue 2"	0%	0%	0%	0%
7510-000-3833-1	EA	Vinyl	Binder, Fx, Solid Vinyl, Green 2"	0%	0%	0%	0%
7510-000-3834-3	EA	Vinyl	Binder, Fx, Solid Vinyl, Tan 2"	0%	0%	0%	0%
Boxes							
8115-726-0001-6	BN	Cardboard	Archive Containers 15"x12"x10"	35%	59%	6%	100%
8115-726-0000-4	BN	Cardboard	Corrugated Carton #1 14"x19"x15"	35%	59%	6%	100%
8115-726-0002-8	BN	Cardboard	Corrugated Carton #2 12"x17"x12"	35%	59%	6%	100%
8115-726-0003-0	BN	Cardboard	Corrugated Carton #3 9"x14"x12"	35%	59%	6%	100%
8115-726-0004-1	BN	Cardboard	Corrugated Carton #4 9"x12"x 9-1/2"	35%	59%	6%	100%
8115-726-0005-3	BN	Cardboard	Corrugated Carton #5 9"x12"x 5-1/2"	35%	59%	6%	100%

Abbreviations: D-Rtg = D-Ring, Vly = Vinyl, HS = Heat Sealed, Fx = Flexible

01/03/02

AGENCY	PAGE
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Forms Coordinator Contact List	2
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DEPARTMENTAL FORMS

Corrections (CDC)	3
Developmental Services (DS)	4
Fair Employment and Housing (DFEH)	5
Mental Health (MH)	6
Rehabilitation (DR)	7
Water Resources (DWR) (AVAILABLE directly from DWR warehouse)	8
Price List	9 & 10

UNIT OF ISSUE ABBREVIATIONS FOR FORMS

BX Box	CD Card	PD Pad	RM Ream
BD Bundle	CS Case	PG Package	SE Set *
BK Book	EA Each		

* A "SET" means the form consists of more than one page.

It can be duplicate pages or several pages to make up the form.

If the unit of issue is "set" and you order one "set" you will receive one form.

A SE or EA unit of measure means that you will only receive "1" SE but if there is a notation (50PG) you would need to order 50SE to receive "1" PG or package of the form

FOR SPECIFIC INFORMATION CONCERNING THE DESIGN AND USE
OF FORMS LISTED IN SECTION 2, CONTACT THE FOLLOWING:

FORM CODE	CONTACT PERSON	STOCK	IMS
CDC	Corrections P.O. Box 942883, Sacramento, CA 94283-0001 Randy Marshall PH: (916) 324-6778 FAX (916) 322 3842	160	B-23
DFEH	Fair Employment and Housing 2014 T Street, Rm 210, Sacramento, CA 95814 Juanita Harris PH (916) 227-2868 FAX (916) 227-2870	931	D-11
DR	Rehabilitation 2000 Evergreen Street, Sacramento, CA 95815 Lynda Bates PH: (916) 263-8711 FAX (916)263--8702	780	B-22
DS	Developmental Services 1600 9th Street, Rm 310, Sacramento, CA 95814 Delmira Rosas-Petitt PH: (916) 654-2869 - FAX: (916) 654-1542	860	A-29
MH	Mental Health Record Systems 1600 9th Street, Rm 101, Sacramento, CA 95814 Michael Dunston PH: (916)651-6783 - FAX: (916)653-8752	560	A-31

**DO NOT SEND ORDERS FOR STANDARD STATE FORMS TO
MATERIALS MANAGEMENT**

**STD	Office of State Publishing Forms Management Center 344 N. 7th Street, Sacramento, CA Peri Rogers PH: (916) 324-9697 FAX (916) 324-9908	000	P-6
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**STANDARD STATE FORMS "STD" ARE NOT AVAILABLE FROM
MATERIALS MANAGEMENT - OFFICE OF STATE PUBLISHING "OSP ARE NOW THE
DISTRIBUTOR. Please submit your order for STD Forms to OSP FAX (916)324-9908**

**NOTE: FOR INQUIRIES CONCERNING PUBLICATIONS LISTED IN
SECTION 4, YOU MAY CALL (916) 928-4630**

Commodity No.	Description	Form No.	Order Unit	No. Per Unit
7540 160 0104 7	Property & Cash Receipts - Arrival	CDC 104	SE	100/PG
7540 160 0115 1	Rules Violation Report	CDC 115	SE	50/PG
7540 161 0115 7	Serious Rules Violation Report	CDC115A	SE	100/PG
7540 163 0115 8	Rules Violation Report - Part C	CDC115C	PG	50/SE
7540 160 0138 2	Fingerprint Cards	CDC 138	PG	250/PG
7540 160 0805 4	U Save' Em Envelopes	CDC 805	BX	500/BX
7540 160 0816 9	Reception Center Re-admission Summary	CDC 816	SE	100/PG
7540 160 0839 0	CDC Classification Score Sheet	CDC 839	SE	100/PG
7540 160 0840 6	CDC Reclassification Score Sheet	CDC 840	PG	50/SE
7540 160 1000 0	Visitor Pass	CDC 1000	PG	1000/SE
7540 160 1004 8	Revolving Fund - Salary	CDC 1004	SE	100/PG
7540 160 1030 9	Confidential Information Disclosure Form	CDC 1030	SE	100/PG
7540 160 1064 4	Work Order Request	CDC 1064	SE	100/PG
7540 160 1299 9	Vehicle Repair Order	CDC 1299	PG	25/PG
7540 160 1570 8	Guidelines For Parole	CDC 1570	PG	100/PG
7540 160 1843 6	Gate Pass	CDC 1843	PG	50se/pg
7540 160 0001 8	CDC Memorandum	CDC 1617	PG	500/PG
7540 160 7221 2	Physician's Orders	CDC 7221	SE	50/PG
NEW CDC FORMS				
7540 160 0130 8	Inmate Privilege Card (Blue) (8 per sheet 10 sheets/pkg)	CDC 130	SH	10SH/PG
7540 161 0130-3	Inmate Privilege Card (Red) (8 per sheet 10 sheets/pkg)	CDC 130A	SH	10SH/PG
7540 160 0131 0	Inmate Privilege Card (Green)(8per sheet 10 sheets/pkg)	CDC 131	SH	10SH/PG
7540 160 0163 1	Certificate of Discharge	CDC 163	PG	50EA/PG
7540 160 0803 0	Overtime Meal Tickets	CDC 803	BK	5/BK /PG
Please order (75 BK) at a time this will allow entire number series to be delivered to your agency.				
7540 160 0808 4	Bank Draft Purchase Voucher	CDC 898	PG	100/SE
7540 160 1066 8	Central File Out Card	CDC 1066	PG	50/EA
7540 160 1834 5	OJT Sign in Sheet	CDC 1834	PG	100/SE
7540 160 1896 5	Request for Dismissal	CDC 1896	PG	100/SE
7540 161 0127 3	Inmate Identification Work Sheet	CDC 127A	PG	500/SH
7540-160-0841-8	Readmission Score Sheet	CDC 841	PG	50/SE/PG

Commodity No.	Description	Form No.	Order Unit	No. Per Unit
7540 860 7000 0	Client Record Folder	DS 1700	EA	25/BX
7540 860 7001 2	Client Record Folder (With End Tab)	DS 1700A	EA	25/BX
7540 860 7020 6	Unit Daily Population Report	DS 5202	PD	50/SH
7540 860 3820 7	Diet or Nourishment Order	DS 5282	SE	100/PG
7540 860 5503 5	Consultation Referral & Report	DS 5503	PD	50/SE
7540 860 5506 0	Evaluation Report - General	DS 5506	PD	50/SH
7540 860 9240 8	Interdisciplinary Notes	DS 5624	PD	50/SH
7540 860 7400 5	Laboratory Reports	DS 5640	SH	100/PG

Commodity No.	Descripton	Form No.	Order Unit	No. per Unit
7540 312 1150 0	Case File Index Tabs	DFEH100-15	PG	25/PG
7540 312 2180 3	Pre-Complaint Questionnaire	DFEH200-18	SE	100/PG
7540 312 6200 3	Recommendation For Closure	DFEH600-20	PD	100/SH

The Dept. of Fair Employment and Housing Pamphlets are now solely in Section 5, Publications
PLEASE REFER TO THAT SECTION FOR THE FORMS LISTING

Commodity No.	Description	Form No.	Order Unit	No. Per Unit
7540 560 3020 2	Application for 72-Hr. Detention for Evaluation and Treatment	MH 302	PD	50/SH
7540 560 3030 5	Involuntary Patient Advisement (English/Spanish)	MH 303 E/S	PD	50/SH
7540 560 0622 4	Notice of Certification	MH 1760	SE	100/PG
7540 560 0623 6	Notice of Certification For Additional 14 Days Intensive Treatment	MH 1761	SE	100/PG
7540 560 0600 5	Work Order Request	MH 5007	BD	50/SE
7540 560 5216 7	Withdrawal of Client's Funds	MH 5216	SE	100/PG
7540 560 5282 9	Diet or Nourishment Order	MH 5282	PG	50/SE
7540 560 4020 7	Counseling Record	MH 5402	SE	100/PG
7540 560 5408 5	Personnel Transaction Request/Affirmative Action Data Report	MH 5408	SE	50/PG
7540 560 5501 6	Nursing Care Plan	MH 5501	PG	100/SH
7540 560 5504 1	Daily Care Flow Sheet	MH 5504	PD	50/SH
7540 560 0679 0	X-Ray Request & Report	MH 5606	SE	50/PG
7540 560 0667 4	Laboratory Report	MH 5640	SH	100/PG
7540 560 0681 9	Electrocardiogram Request & Report	MH 5643	SE	50/PG
7540 560 0694 7	Physician's Orders	MH 5660	PG	50/SH
7540 560 5667 7	Immunization and Sensitivity Flowsheet	MH 5667	PD	50/SH
7540 560 0709 5	Authorization for Release of Patient Information	MH 5671	PD	50/SH
7540 560 0639 0	Medical Chart Folder, Open Shelf Type, without End Tab	MH 5685	EA	25/BX
7540 560 0640 6	Medical Chart Folder, Open Shelf Type, with End Tab	MH 5686	EA	25/BX
7540 560 5709 8	Nutritional Assessment - Evaluation Report	MH 5709	PD	50/SH
7540 560 5710 4	Nutritional Assessment Update	MH 5710	PG	50/SE
7540 560 5719 0	Physical Profile	MH 5719	PD	50/SH
7540 560 5722 0	Consultation Referral and Report	MH 5722	PG	25/SE
7540 560 5723 2	Request for Evaluation/Assessment	MH 5723	SE	25/PG
7540 560 5728 1	Assessments/Conferences/Evaluations/ Reports (Continuous)	MH 5728	BX	2400/BX
7540 560 0695 9	Medication Record	MH 5750	PD	50/SH
7540 560 5751 7	Treatment Record	MH 5751	PD	50/SH

REHABILITATION

Commodity No.	Description	Form No.	Order Unit	No. Per Unit
7540 780 0940 3	Vendor Information	DR 94	PD	50/SH
7540 780 1260 8	Central Office Route Slip	DR 126	PD	50/SH
7540 780 2180 4	Health Questionnaire	DR 218	PD	50/SH
7540 780 2220 1	Application For Vocational Rehab. Services	DR 222	SE	100/PG
7540 780 2222 5	Employment Record	DR 222B	PD	50/SH
7540 780 2330 8	Statement Of Financial Status	DR 233	PD	50/SH
7540 780 2340 0	Basic Document Folder	DR 234	SH	100/PG
7540 780 2350 3	Medical Folder (Buff)	DR 235	SH	100/PG
7540 780 2390 4	Therapeutic Control Program Referral Information	DR 239	PD	50/SH
7540 780 2531 7	M & T Claim Attachment	DR 253A	PD	50/SH
7540 780 2640 1	Consent To Release Non-Medical Information Personal/Confidential Information	DR 264	PG	100/SE
7540 780 2641 3	Consent To Release Medical Information	DR 264A	PG	100/SE
7540 780 2770 3	Encumbrance Adjustment/Correction Report	DR 277	PD	50/SE
7540 780 1006 5	Narcotic/Alcoholics Anonymous Attendance Verification	DR 1006	PG	50/PG

Commodity No.	Description	Form No.	Order Unit	No. Per Unit
7540 810 9000 8	Label, Expedite, ORANGE DGS VERSION	DWR 9000	PD	60/SH

**ALL DWR FORMS ARE NOW AVAILABLE
FROM DWR WAREHOUSE**
Kell Brigan PH: (916) 653-0722

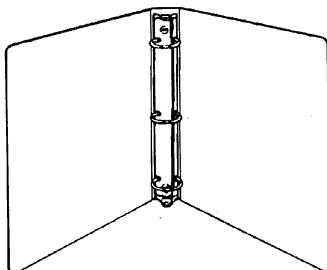
04/15/03 MATERIAL SERVICES UNIT PRICE LIST				04/15/03 MATERIAL SERVICES UNIT PRICE LIST			
Commodity	Brief Description	Unit	Price	Commodity	Brief Description	Unit	Price
5340 453 0001 3	PADLOCK MEDIUM SECURITY 8 OZ TYPE II	EA	6.29	7540 160 0130 8	FORM CDC 130 - INMATE PRIVILEGE CARD	SH	0.19
5340 453 0002 5	PADLOCK MEDIUM SECURITY 8 OZ TYPE II	EA	6.08	7540 160 0131 0	FORM CDC 131 - INMATE ID CARD (GREEN)	SH	0.16
7510 000 3521 4	BINDER GREEN CANVAS 11" X 8-1/2" 1" CAP	EA	6.96	7540 160 0138 2	FORM CDC 138 - FINGERPRINT CARD	PG	6.55
7510 000 3522 6	BINDER GREEN CANVAS 11"X 8-1/2" 1.5" CAP	EA	7.81	7540 160 0163 1	FORM CDC 163 - CERTIFICATE OF DISCHARGE	PG	4.12
7510 000 3523 8	BINDER GREEN CANVAS 11"X 8-1/2" 2" CAP	EA	8.80	7540 160 0803 0	FORM CDC 803 - OVERTIME MEAL TICKETS	BK	2.49
7510 000 3524 0	BINDER GREEN CANVAS 11"X8-1/2" 2.5" CAP	EA	20.46	7540 160 0805 4	FORM CDC 805 - U SAVE 'EM ENVELOPE	BX	12.02
7510 000 3525 9	BNDR,CNV5,3 RING,11.5X21.5X1,	EA	20.46	7540 160 0816 9	FORM CDC 816 - RECEPTION CENTER	SE	0.04
7510 000 3531 7	BINDER GREEN CANVAS 9-1/2" X 6" 1" CAP	EA	8.83	7540 160 0839 0	FORM CDC 839 - CLASSIFICATION SCORE	SE	0.14
7510 000 3802 1	BINDER VINYL BLUE 11"X8-1/2" 1/2" CAP	EA	1.96	7540 160 0840 6	FORM CDC 840 - RECLASSIFICATION SCORE	PG	5.07
7510 000 3811 2	BINDER VINYL BLACK 11"X 8-1/2" 1" CAP	EA	2.28	7540 160 0841 8	FORM CDC 841 - READMISSION SCORE	PG	5.29
7510 000 3812 4	BINDER VINYL BLUE 11"X8-1/2" 1" CAP	EA	2.28	7540 160 0898 4	FORM CDC 898 - BANK DRAFT PURCHASE	PG	10.16
7510 000 3813 6	BINDER VINYL GREEN 11"X 8-1/2" 1" CAP	EA	2.30	7540 160 1000 0	FORM CDC 1000 - VISITOR PASS (10 PD/PG)	PG	16.47
7510 000 3815 0	BINDER VINYL GREY 11"X8-1/2" 1" CAP	EA	2.33	7540 160 1004 8	FORM CDC 1004 - REVOLVING FUND SALARY	SE	0.71
7510 000 3817 3	BINDER VINYL RED 11" X 8-1/2" 1" CAP	EA	2.28	7540 160 1030 9	FORM CDC 1030 - CONFIDENTIAL INFORMATION	SE	0.23
7510 000 3821 5	BINDER VINYL BLACK 11"X8-1/2" 1.5" CAP	EA	3.40	7540 160 1036 8	FORM CDC 1066 - CENTRAL FILE OUT CARD	PG	17.31
7510 000 3822 7	BINDER VINYL BLUE 11"X8-1/2" 1.5" CAP	EA	3.40	7540 160 1066 8	FORM CDC 1066 - CENTRAL FILE OUT CARD	PG	14.43
7510 000 3823 9	BINDER VINYL GREEN 11"X8-1/2" 1.5" CAP	EA	3.40	7540 160 1299 9	FORM CDC 1299 - VEHICLE REPAIR ORDER	PG	4.85
7510 000 3824 0	BINDER VINYL TAN 11"X8-1/2" 1.5" CAP	EA	3.40	7540 160 1570 8	FORM CDC 1570 - GUIDELINES FOR PAROLE	PG	4.43
7510 000 3831 8	BINDER VINYL BLACK 11"X8-1/2" 2" CAP	EA	3.93	7540 160 1834 5	FORM CDC 1834 - OJT SIGN IN SHEET	PG	10.79
7510 000 3832 0	BINDER VINYL BLUE 11"X8-1/2" 2" CAP	EA	3.93	7540 160 1843 6	FORM CDC 1843 - GATE PASS (10 PD/PG)	PG	12.93
7510 000 3833 1	BINDER VINYL GREEN 11"X8-1/2" 2" CAP	EA	4.10	7540 160 1896 5	FORM CDC 1896 - REQUEST FOR DISMISSAL	PG	0.09
7510 000 3834 3	BINDER VINYL TAN 11"X8-1/2" 2" CAP	EA	4.10	7540 160 7221 2	FORM CDC 7221 - PHYSICIAN'S ORDERS	SE	0.14
7510 000 3871 9	FOLIO CONFERENCE VINYL BLUE IMPRINTED	EA	4.35	7540 161 0115 7	FORM CDC 115A - SERIOUS RULES VIOLATION	SE	6.69
7510 000 3872 0	FOLIO CONFERENCE VINYL BLACK IMPRINTED	EA	4.35	7540 161 0127 3	FORM CDC 127A - INMATE IDENTIFICATION	PG	0.18
7510 000 3873 2	FOLIO CONFERENCE VINYL BROWN IMPRINTED	EA	4.35	7540 161 0130 3	FORM CDC 130A - INMATE PRIVILEGE CARD	SH	5.28
7510 001 0100 4	BINDER VINYL BLACK D-RING 1.5" CAP	EA	6.30	7540 163 0115 8	FORM CDC 115C - RULES VIOLATION REPORT	PG	6.65
7510 001 0101 6	BINDER VINYL BLUE D-RING 1.5" CAP	EA	6.30	7540 312 1150 0	FORM DFH 100-15 - CASE FILE INDEX TABS	BD	7.99
7510 001 0102 8	BINDER VINYL RED D-RING 1.5" CAP	EA	6.30	7540 560 0600 5	FORM MH 5007 - WORK ORDER REQUEST	SE	0.16
7510 001 0103 0	BINDER VINYL BLACK D-RING 3" CAP	EA	6.30	7540 560 0622 4	FORM MH 1760 - NOTICE OF CERTIFICATION	SE	0.42
7510 001 0104 1	BINDER VINYL BLUE D-RING 3" CAP	EA	6.30	7540 560 0623 6	FORM MH 1761 - NOTICE OF CERTIFICATION	SE	3.55
7510 001 0105 3	BINDER VINYL RED D-RING 3" CAP	EA	6.30	7540 560 0640 6	FORM MH 5686 - MEDICAL CHART FOLDER	EA	0.26
7510 100 3701 8	BINDER VINYL BLACK HEAT SEALED 1/2" CAP	EA	2.19	7540 560 0667 4	FORM MH 5640 - LABORATORY REPORT	SH	0.40
7510 100 3702 0	BINDER VINYL BLACK HEAT SEALED 1" CAP	EA	2.34	7540 560 0679 0	FORM MH 5606 - X-RAY REQUEST & REPORT	SE	0.20
7510 100 3703 1	BINDER VINYL BLACK HEAT SEALED 1-1/2" CAP	EA	3.26	7540 560 0681 9	FORM MH 5643 - ELECTROCARDIOGRAM	SE	8.13
7510 100 3704 3	BINDER VINYL BLACK HEAT SEALED 2" CAP	EA	3.99	7540 560 0694 7	FORM MH 5660 - PHYSICIANS ORDERS	PG	2.89
7510 100 3705 5	BINDER VINYL BLACK HEAT SEALED 2-1/2" CAP	EA	4.50	7540 560 0695 9	FORM MH 5750 - MEDICATION RECORD	PD	2.05
7510 100 3706 7	BINDER VINYL BLACK HEAT SEALED 3" CAP	EA	5.00	7540 560 0709 5	FORM MH 5671 - AUTHORIZATION FOR RELEASE	PD	1.91
7510 100 3712 2	BNDR,HSV,9.5X6X1,BLK	EA	5.00	7540 560 3020 2	FORM MH 302 - APPLICATION FOR 72-HOUR	PD	3.02
7510 100 3713 4	BNDR,HSV,9.5X6X1.5,BLK	EA	5.00	7540 560 3030 5	FORM MH 303 - INVOLUNTARY PATIENT	PD	0.45
7510 183 3701 5	BINDER VINYL WHITE HEAT SEALED 1/2" CAP	EA	3.42	7540 560 4020 7	FORM MH 5402 - COUNSELING RECORD	SE	0.11
7510 183 3702 7	BINDER VINYL WHITE HEAT SEALED 1" CAP	EA	3.56	7540 560 5216 7	FORM MH 5216 - WITHDRAWAL OF CLIENTS	SE	5.75
7510 183 3703 9	BINDER VINYL WHITE HEAT SEALED 1-1/2" CAP	EA	4.48	7540 560 5282 9	FORM MH 5282 - DIET & NOURISHMENT ORDER	PG	6.86
7510 183 3704 0	BINDER VINYL WHITE HEAT SEALED 2" CAP	EA	4.92	7540 560 5408 5	FORM MH 5408 - PERSONNEL TRANSACTION	SE	1.83
7510 183 3705 2	BINDER VINYL WHITE HEAT SEALED 2-1/2" CAP	EA	5.49	7540 560 5501 6	FORM MH 5501 - NURSING CARE PLAN	PG	5.41
7510 183 3706 4	BINDER VINYL WHITE HEAT SEALED 3" CAP	EA	6.00	7540 560 5504 1	FORM MH 5504 - DAILY CARE FLOW SHEET	PD	9.01
7510 183 3712 0	BNDR,HSV,9.5X6X1,WHT,VIEW	EA	6.00	7540 560 5667 7	FORM MH 5667 - IMMUNIZATION FLOW SHEET	PD	5.23
7510 183 3713 1	BNDR,HSV,9.5X6X1.5,WHT,VIEW	EA	6.00	7540 560 5709 8	FORM MH 5709 - NUTRITIONAL ASSESSMENT	PG	10.28
7510 183 3714 3	BNDR,HSV,9.5X6X2,WHT,VIEW	EA	6.00	7540 560 5710 4	FORM MH 5710 - NUTRITIONAL ASSESSMENT	PG	5.74
7510 183 3715 5	BNDR,HSV,9.5X6X2.5,WHT,VIEW	EA	6.00	7540 560 5719 0	FORM MH 5719 - PHYSICAL TREATMENT	PD	0.17
7510 183 3717 9	BINDER VINYL WHITE 2" CAP, D-RING STYLE	EA	5.65	7540 560 5722 0	FORM MH 5722 - CONSULTATION REFERRAL &	PG	109.40
7510 183 3718 0	BINDER VINYL WHITE 1-1/2" CAP, D-RING	EA	5.20	7540 560 5723 2	FORM MH 5723 - REQUEST FOR EVALUATION/	SE	1.14
7510 183 3719 2	BINDER VINYL WHITE 3" CAP, D-RING STYLE	EA	6.83	7540 560 5728 1	FORM MH 5728 - ASSESSMENT/CONFERENCE/	PD	5.83
7530 100 5200 4	BAG MAIL NYLON REUSABLE ROYAL BLUE	EA	4.34	7540 560 5751 7	FORM MH 5751 - TREATMENT RECORD	BX	1.56
7540 160 0001 8	FORM CDC 1617 - CDC MEMO (500 SH/PG)	PG	8.48	7540 780 0940 3	FORM DR 94 - VENDOR INFORMATION (50/PD)	PD	2.73
7540 160 0104 7	FORM CDC 104 - PROPERTY & CASH RECEIPTS	SE	0.13	7540 780 1006 5	FORM DR 1006 NARCOTICS ALCOHOLICS	PG	
7540 160 0115 1	FORM CDC 115 - RULES VIOLATION REPORT	SE	0.11	7540 780 1260 8	FORM DR 126 - CENTRAL OFFICE ROUTE SLIP	PD	

Commodity	Brief Description	Unit	Price	Commodity	Brief Description	Unit	Price
7540 780 2180 4	FORM DR 218 - HEALTH QUESTIONNAIRE	PD	3.04	7540 957 0001 4	PUBLICATION CONTRACTOR LICENSE LAW AND	EA	17.70
7540 780 2220 1	FORM DR 222 - APPLICATION FOR VOCATIONAL	SE	0.10	7540 957 1017 2	PUBLICATION LAWS RELATING TO MEDICINE &	EA	23.05
7540 780 2222 5	FORM DR 222B - EMPLOYMENT RECORD	PD	1.91	7540 957 1109 6	PUBLICATION A CANDIDATE'S REVIEW GUIDE	EA	9.20
7540 780 2330 8	FORM DR 233 - STATEMENT OF FINANCIAL	PD	2.96	7540 957 1100 0	PUBLICATION DIRECTORY PROFESSIONAL	EA	50.00
7540 780 2340 0	FORM DR 234 - BASIC DOCUMENT FOLDER	SH	0.12	7540 957 1108 5	PUBLICATION NURSING PRACTICE ACT WITH	EA	14.00
7540 780 2350 3	FORM DR 235 - MEDICAL FOLDER (BUFE)	SH	0.08	7540 957 1200 4	PUBLICATION DENTAL PRACTICE ACT	EA	10.70
7540 780 2531 7	FORM DR 253A - M & T CLAIM ATTACHMENT	PD	2.27	7540 957 1302 1	PUBLICATION THERAPY NEVER INCLUDES SEX	EA	0.40
7540 780 2640 1	FORM DR 264 - AUTHORIZATION FOR RELEASE	PG	9.43	7540 957 1303 3	PUBLICATION THERAPY NEVER INCLUDES SEX	EA	0.40
7540 780 2641 3	FORM DR 264A - CONSENT TO RELEASE	PG	8.80	7540 957 1305 7	PUBLICATION LAW SOURCE BOOK	SE	85.00
7540 780 2770 3	FORM DR 277 - ENCUMBRANCE ADJUST/	PD	6.34	7540 957 1306 9	FOR YOUR PEACE OF MIND PUBLICATION	PG	11.30
7540 810 9000 8	FORM DWR 9000 - LABEL EXPEDITE	PD	3.14	7540 958 1012 9	PUBLICATION MANUAL CRITERIA MEDI-CAL	EA	12.10
7540 860 3820 7	FORM DS 5282 - DIET OR NOURISHMENT ORDER	SE	0.21	7540 958 1016 6	PUBLICATION HAZARDOUS WASTE CONTROL LAW	EA	30.25
7540 860 5503 5	FORM DS 5503 - CONSULTATION REFERRAL	PD	5.88	7540 958 1500 0	PUBLICATION UNIFORM HAZARDOUS WASTE	BX	75.65
7540 860 5506 0	FORM DS 5506 - EVALUATION REPORT GENERAL	PD	4.29	7540 958 1501 2	PUBLICATION UNIFORM HAZARDOUS WASTE	PG	16.90
7540 860 7000 0	FORM DS 1700 - CLIENT RECORD FOLDER	EA	3.16	7540 980 1000 8	PUBLICATION PAY SCALES IN CALIFORNIA	EA	56.05
7540 860 7001 2	FORM DS 1700A - CLIENT RECORD FOLDER	EA	3.71	7540 980 1006 9	PUBLICATION COMPENSATION PLUS (10/PG)	PG	10.00
7540 860 7020 5	FORM DS 5202 - UNIT DAILY POPULATION	PD	2.32	8115 726 0000 4	CARTON CORRUGATED FIBERBOARD #1	BN	25.03
7540 860 7400 5	FORM DS 5640 - LABORATORY REPORTS	SH	0.37	8115 726 0001 6	CARTON CORRUGATED ARCHIVE RECORD	BN	33.62
7540 860 9240 8	FORM DS 5624 - INTERDISCIPLINARY NOTES	PD	1.46	8115 726 0002 8	CARTON CORRUGATED FIBERBOARD #2	BN	20.22
7540 913 1031 0	PUBLICATION WILDLAND FIREFIGHTING	EA	26.55	8115 726 0003 0	CARTON CORRUGATED FIBERBOARD #3	BN	15.29
7540 917 1000 1	PUBLICATION DEPT. OF CORRECTIONS	EA	15.95	8115 726 0004 1	CARTON CORRUGATED FIBERBOARD #4	BN	14.88
7540 928 1200 0	PUBLICATION ATLAS BIODIVERSITY OF	EA	54.15	8115 726 0005 3	CARTON CORRUGATED FIBERBOARD #5	BN	8.79
7540 930 0501 1	PUBLICATION PIN COMMODITY CATALOG	EA	24.35	8135 001 5201 0	TAG #4 FROM ADDRESS 2-1/8" X 4-1/4"	PG	4.96
7540 930 1800 5	PUBLICATION STATE OFFICES TELEPHONE	EA	12.90	8135 001 5202 2	TIE SECURITY NYLON CLEAR 5" (1000/PG)	PG	12.40
7540 931 1511 4	PUBLICATION DISCRIMINATION IS AGAINST	PG	14.85	8135 002 5201 6	TAG #8 TO ADDRESS 3-1/8" X 6-1/4"	PG	7.94
7540 931 1512 6	DISABILITY UNDER THE FAIR EMPLOYMENT &	PG	12.90	8345 000 4963 9	FLAG US STARS & STRIPES COTTON 4' X 6'	EA	29.76
7540 931 1574 6	PUBLICATION HOUSING RIGHTS	PG	12.90	8345 000 4965 2	FLAG US STARS & STRIPES COTTON 6' X 10'	EA	60.76
7540 931 1582 5	PUBLICATION GUIDE FOR COMPLAINANTS	PG	12.90	8345 000 4973 1	FLAG CALIFORNIA BEAR COTTON 6' X 9'	EA	38.44
7540 931 1583 7	PUBLICATION GUIDE FOR COMPLAINANTS	PG	12.90	8415 000 3401 0	GLOVE CALIFORNIA BEAR COTTON 6' X 9'	EA	70.68
7540 931 1584 9	PUBLICATION GUIDE FOR COMPLAINANTS	PG	12.90	8415 000 3413 6	GLOVE, PESSKIN PALM,TAN,WK, LG,	EA	2.79
7540 931 1601 5	PUBLICATION GUIDE FOR RESPONDENTS	PG	12.90	8415 000 3421 5	GLOVE LEATHER DRIVER SMALL	EA	7.44
7540 931 1604 0	PUBLICATION GUIDE FOR RESPONDENTS	PG	12.90	8415 000 3499 9	GLOVE, SPECIAL	EA	2.79
7540 931 1611 8	PUBLICATION PRE-EMPLOYMENT INQUIRY	PG	12.90	8415 000 4680 1	BIBS,TERRYCLOTH,21.5X36,	EA	2.79
7540 931 1621 0	PUBLICATION HARASSMENT/DISCRIMINATION	PG	12.90	8415 268 7859 6	GLOVE LEATHER DRIVER LARGE	PR	7.44
7540 931 1623 4	PUBLICATION HARASSMENT/DISCRIMINATION	PG	12.90	8415 268 7860 2	GLOVE LEATHER DRIVER MEDIUM	PR	7.65
7540 931 1661 1	PUBLICATION WATCH YOUR LANGUAGE	PG	12.90	8460 248 3781 0	BRIEFCASE, PLASTIC, EXPANDABLE	EA	9.31
7540 931 1841 3	PUBLICATION EMPLOYMENT DISCRIMINATION	PG	12.90	8530 223 6991 7	COMB HAIR POCKET (98/CS)	DZ	0.53
7540 931 1851 6	PUBLICATION SEXUAL HARASSMENT IS	PG	12.90	8530 290 2920 6	TOOTHBRUSH ADULT SIZE	DZ	1.58
7540 931 1853 0	PUBLICATION PREGNANCY HARASSMENT IS	PG	12.90				
7540 931 1861 9	PUBLICATION PREGNANCY DISCRIMINATION	PG	12.90				
7540 931 1871 1	PUBLICATION YOUR RIGHT TO FREEDOM FROM	PG	12.90				
7540 931 1881 4	PUBLICATION CALIF. FAMILY RIGHTS ACT	PG	12.90				
7540 931 1881 4	PUBLICATION SCHEDULE FOR RATING	EA	11.40				
7540 937 1030 2	PUBLICATION SCHEDULE FOR RATING	EA	24.85				
7540 937 1031 4	PUBLICATION UPDATED SCHEDULE FOR RATING	EA	38.15				
7540 937 1035 1	PUBLICATION OFFICIAL MEDICAL FEE	EA	32.45				
7540 938 1005 9	PUBLICATION BANKING LAW & RELATED ACTS	EA	14.55				
7540 940 1000 2	PUBLICATION HANDBOOK FOR CONSERVATORS	EA	68.15				
7540 940 1001 4	PUBLICATION HANDBOOK FOR CONSERVATORS	BX	17.10				
7540 941 0006 4	PUBLICATION LAW ENFORCEMENT FIREARMS	PG	55.25				
7540 941 0007 6	PUBLICATION LAW ENFORCEMENT FIREARMS	PG	10.00				
7540 941 0200 0	PUBLICATION LEGAL SOURCE BOOK W/INDEX	EA	23.00				
7540 941 0270 0	BINDER FOR LEGAL SOURCE BOOK	EA	4.65				
7540 941 1034 3	PUBLICATION PAMNBROKER/SECONDHAND	PG	19.35				
7540 946 0100 4	PUBLICATION FLAGS OVER CALIFORNIA	EA					
7540 954 0020 1	PUBLICATION LAW GOVERNING CIVIL SERVICE	EA					
7540 956 1000 1	PUBLICATION LAWS & REGULATIONS RELATING	EA					

**SECTION 3 - OFFICE : SUPPLIES/JANITORIAL PRODUCED BY PIA (for sale by Materials Management)
AND MISC. PRODUCTS**

Archive Containers4
Binders1, 2 & 3
Green Canvas	
Clear View, Pocket	
D-Ring	
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Brief Cases3
Cartons, Var. Sizes4
Conference Folios3
Flags5
United States	
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Mailing Bags/Access.4
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Address Tags,	
TO & FROM	
Security Ties	
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Personal Care Items	
Combs	
Toothbrushes	
Padlocks5
Keyed Alike	

Commodity No.	Description	Order Unit	Selling Price
(LENGTH OR RING SIDE LISTED FIRST)			

**BINDERS****GREEN CANVAS**

Canvas style binders, stiff back, green, 3 rings.
Size 9-1/2"x6", 3-1/2" center to center of rings.

7510 000 3531 7	1" Capacity	EA	\$	8.83
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Size 11" x 8-1/2", 4-1/4" center to center of rings

7510 000 3521 4	1" Capacity	EA	\$	6.96
7510 000 3522 6	1-1/2" Capacity	EA	\$	7.81
7510 000 3523 8	2" Capacity	EA	\$	8.80
7510 000 3524 0	2-1/2" Capacity	EA	\$	20.46

CLEAR VIEW

Size 11" x 8-1/2", 4-1/4" center to center of rings.
3 rings - White vinyl with clear plastic front cover pocket and spine label holder for display.

7510 183 3701 5	1/2" Capacity	EA	\$	3.43
7510 183 3702 7	1" Capacity	EA	\$	3.56
7510 183 3703 9	1-1/2" Capacity	EA	\$	4.48
7510 183 3704 0	2" Capacity	EA	\$	4.92
7510 183 3705 2	2-1/2" Capacity	EA	\$	5.50
7510 183 3706 4	3" Capacity	EA	\$	6.00

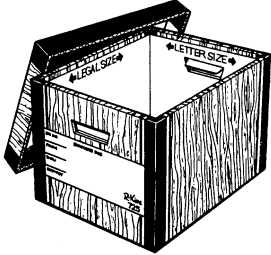
D-RING STYLE

Size 11" x 8-1/2", Rings 4-1/4" center to center
vinyl stiffback

7510 001 0100 4	1-1/2" Capacity Black	EA	\$	4.35
7510 001 0101 6	Blue	EA	\$	4.35
7510 001 0102 8	Red	EA	\$	4.35

Commodity No.	Description	Order Unit	Selling Price
D-RING STYLE,VINYL CONT.			
	3" Capacity		
7510 001 0103 0	Black	EA	\$ 6.29
7510 001 0104 1	Blue	EA	\$ 6.29
7510 001 0105 3	Red	EA	\$ 6.29
D-RING STYLE, CLEAR VIEW, WHITE ONLY			
7510 183 3718-0	1-1/2" Capacity	EA	\$ 5.20
7510 183 3717-9	2" Capacity	EA	\$ 5.65
7510-183-3719-2	3" Capacity	EA	\$ 6.83
HEAT SEALED VINYL BINDERS, BLACK ONLY			
Size 11" x 8-1/2", Rings 4-1/4" center to center			
7510 100 3701 8	1/2" Capacity	EA	\$ 2.20
7510 100 3702 0	1" Capacity	EA	\$ 2.35
7510 100 3703 1	1-1/2" Capacity	EA	\$ 3.26
7510 100 3704 3	2" Capacity	EA	\$ 3.99
7510 100 3705 5	2-1/2" Capacity	EA	\$ 4.50
7510 100 3706-7	3" Capacity	EA	\$ 5.00

Commodity No.	Description	Order Unit	Selling Price
(LENGTH OR RING SIDE LISTED FIRST)			
SOLID VINYL FLEXIBLE COVERS			
Size 11" x 8-1/2", 4-1/4" center to center of rings. 3 rings. Recommended for instructional materials, casual desk use, report presentation.			
7510 000 3802 1	1/2" Capacity Blue	EA	\$ 1.96
7510 000 3811 2	1" Capacity Black	EA	\$ 2.28
7510 000 3812 4	Blue	EA	\$ 2.28
7510 000 3813 6	Green	EA	\$ 2.32
7510 000 3815 0	Grey	EA	\$ 2.32
7510 000 3817 3	Red	EA	\$ 2.28
7510 000 3821 5	1-1/2" Capacity Black	EA	\$ 3.40
7510 000 3822 7	Blue	EA	\$ 3.40
7510 000 3823 9	Green	EA	\$ 3.40
7510 000 3824 0	Tan	EA	\$ 3.40
7510 000 3831 8	2" Capacity Black	EA	\$ 3.93
7510 000 3832 0	Blue	EA	\$ 3.93
7510 000 3833 1	Green	EA	\$ 3.93
7510 000 3834 3	Tan	EA	\$ 3.93
BRIEF CASES AND CONFERENCE FOLIOS			
8460 248 3781 0	BRIEF CASE, Plastic with handle, 15" x 12" x 2" expanded, legal size. Brown (DISCONTINUE WHEN STOCK DEPLETES)	EA	\$ 9.31
7510 000 3871 9	CONFERENCE FOLIO, durable vinyl cover, has an inside pocket for loose papers, also holds 8-1/2" x 11", letter size ruled Pad. Imprinted with State of California Seal. Blue	EA	\$ 4.10
7510 000 3872 0	Black	EA	\$ 4.10
7510 000 3873 2	Brown	EA	\$ 4.10

Commodity No.	Description	Order Unit	Selling Price
MAILING BAGS AND ACCESSORIES			
7530 100 5200 4	REUSABLE MAIL BAGS Nylon, Royal Blue 11" x 14", includes silk screening on one side "State of California", two clear pockets for mailing address "TO" and "FROM" address tags.	EA	\$ 4.34
8135 001 5201 0	Return "FROM" Address Mail Tags Tag #4, 2-1/8" x 4-1/4" (200 Tags per Package)	PG	\$ 4.96
8135 002 5201 6	Mailing "TO" Address Mail Tags Tag #8, 3-1/8" x 6-1/4" (200 Tags per Package)	PG	\$ 7.94
8135 001 5202 2	Security Ties, Clear nylon 5", secures zipper closing of the mail bag. (1000 Ties per Package)	PG	\$12.41
RECORD STORAGE BOXES/ARCHIVE			
			
8115 726 0001 6	ARCHIVE CONTAINERS, solid fiberboard, 15" long, 12" wide, 10" deep, half slotted snap lock hinged hand holes each end. Must be assembled Shipped knocked down. (25 EACH per Bundle "BN")	BN	\$41.54
CARTONS			
CORRUGATED CARTONS			
(25 EACH Per Bundle "BN")			
8115 726 0000 4	Size No. 1, width 14", length 19", depth 15"	BN	\$31.00
8115 726 0002 8	Size No. 2, width 12", length 17", depth 12"	BN	\$23.56
8115 726 0003 0	Size No. 3, width 9" , length 14", depth 12"	BN	\$17.36
8115 726 0004 1	Size No. 4, width 9" , length 12", depth 9-1/2"	BN	\$14.88
8115 726 0005 3	Size NO. 5, width 9" , length 12", depth 5-1/2"	BN	\$12.40

Commodity No.	Description	Order Unit	Selling Price
FLAGS			
	UNITED STATES, Cotton (Provided by PIA)		
8345 000 4963 9	4' x 6'	EA	\$ 22.32
8345 000 4965 2	6' x 10'	EA	\$ 46.51
CALIFORNIA BEAR, Cotton (Provided by PIA)			
8345 000 4973 1	4' x 6'	EA	\$38.44
8345 000 4975 5	6' x 9'	EA	\$70.48
GLOVES			
8415 000 3401 0	COTTON, white, for light duty gardening SIZE: Large	PR	\$ 2.79
	LEATHER, Drivers style, with cinch strap/elastic gathers. NEW STYLE SOFT & SUPPLE, CREAM SIZE:		
8415 000 3421 5	Small	PR	\$ 7.44
8415 268 7860 2	Medium	PR	\$ 7.44
8415 268 7859 6	Large	PR	\$ 7.44
MISC. PRODUCTS			
8530 223 6991 7	COMBS, Men's Pocket, 5" Black Plastic	DZ	\$ 0.53
8530 290 2920 6	TOOTHBRUSHES, Adult 5-5/16" handle	DZ	\$ 1.57
	PADLOCKS Medium Security Padlocks, Type II, 1-3/4" case width, 8 ounce, 5/16" shackle		
5340 453 0001 3	Keyed ALIKE to No. 2153 (with 2 keys) Locks marked with key number.	EA	\$ 6.29
5340 453 0002 5	Keyed ALIKE to No. 2507 (with 2 keys)	EA	\$ 6.08

AGENCY	PAGE	AGENCY	PAGE
Ordering Instructions.....	2	Industrial Relations.....	4
Consumer Affairs.....	5	Investment - Banking.....	4
Fair Employment and Housing.....	3	Judicial Council.....	4
Forestry.....	3	Justice.....	4
General Services.....	3	Mental Health.....	4
Health Services.....	5	Personnel Administration.....	4
		Personnel Board.....	6

PUBLICATIONS ORDERING INSTRUCTIONS

State Agencies

- 1, All publications can be ordered on a STD. 116 Supply Order Form with the exception of:

California Peach Officers Legal Source Book*
Manual of Criteria of Medi-Cal Authorization *

***Denotes a Subscription Service Publication**

- 2, The Legal Source Book (Text, Index and Binder) **CAN** be orderd on a STD. 116 Supply Order Form. The Manual of Critiera for Medi-Cal Authorization Subscripiton Service **CAN NOT** be ordered on a STD. 116 Supply Order Form. The Manual of Criteria for Medi-Cal Authorization and the Medi-Cal Authorization Subscripiton Service can be ordered together **ONLY** if prepaid by check.
- 3, State Agencies or Departmental orders for the State Administrative Manual (SAM) and the SAM Transmittal Letter (T.L.) should be ordered on a SAM Order Form that may be obtained by calling:

General Services

Office of State Publishing - Administrative Public Services Section
(916) 327-8908

Non-State Agencies

- 4, Non-State Agencies or Departments must request SAM Order Forms from the Information Services - SAM Unit noted above. All ordering information will be on the SAM Order Form.

Commodity No.	Title	Order Unit	Price
FORESTRY			
7540 913 1031 0	Wildland Fire Fighting	EA	
	CURRENTLY OUT OF PRINT		
CORRECTIONS			
7540 917 1000 1	Department Operations Manual (2000)	EA	\$ 15.95
FISH AND GAME			
7540-928-1200-0	Atlas Biodiversity of California	EA	
GENERAL SERVICES			
7540 930 0501 1	PIN (Procurement Information Network) Catalog (1997)	EA	\$ 54.15
7540 930 1800 5	State Telephone Directory (2001) (2003 may be available by the end of the year)	EA	\$ 24.35
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING (PACKAGE OF 25)			
7540 931 1511 4	Discrimination is Against the Law	PG	\$ 12.90
7540 931 1512-6	Disability Under Fair Emp/Housing Act (PKG 5)	PG	\$ 14.85
7540 931 1582-5	A Guide for Complainants (English)	PG	\$ 12.90
7540 931 1583-7	A Guide for Complainants (Spanish)	PG	\$ 12.90
7540 931 1584-9	A Guide for Complainants (Housing)	PG	\$ 12.90
7540 931 1601 5	A Guide for Respondents	PG	\$ 12.90
7540 931 1604 0	A Guide for Respondents Accused of Housing Discrimination	PG	\$ 12.90
7540 931 1611 8	Employment Inquiries	PG	\$ 12.90
7540 931 1621 0	Harassment or Discrimination in Employment-Poster (English)	PG	\$ 12.90
7540 931 1623 4	Harassment or Discrimination in Employment-Poster (Spanish)	PG	\$ 12.90
7540 931 1661 1	Watch Your Language-Poster	PG	\$ 12.90
7540 931 1641 3	Employment Discrimination Based on Disability	PG	\$ 12.90
7540 931 1851 6	Sexual Harassment Is Forbidden by Law (English)	PG	\$ 12.90
7540 931 1853 0	Sexual Harassment Is Forbidden by Law (Spanish)	PG	\$ 12.90
7540 931 1861 9	Pregnancy Discrimination Fact Sheet	PG	\$ 12.90
7540 931 1871 1	Your Right to Freedom From Violence	PG	\$ 12.90
7540 931 1881 4	California Family Rights Act	PG	\$ 12.90

Commodity No.	Title	Order Unit	Price
INDUSTRIAL RELATIONS			
7540 937 1030 2	Schedule for Rating Permanent Disability(78)	EA	\$ 11.40
7540 937 1031 4	Schedule for Rating Permanent Disability(97)	EA	\$ 24.85
7540 937 1035 1	Medical Fee Schedule, 1999	EA	\$ 38.15
INVESTMENTS - BANKING			
7540 938 1005 9	Banking Law and Related Laws, 2002	EA	\$ 32.45
JUDICIAL COUNCIL			
7540 940 1001 4	Handbook for Conservators (16 Books Per Box)	BX	\$ 68.15
7540 940 1000 2	Handbook for Conservators 2003	EA	\$ 14.55
JUSTICE			
*7540 941 0200 0	Legal Source Book (Text, Index, Binder)	EA	\$ 55.25
*7540 941 0250 4	Legal Source Book (Update Service Only)	YR	\$ 48.35
7540 941 0270 0	Legal Source Book (Binder Only)	EA	\$ 10.00
7540 941 1034 3	Pawnbroker/JUS 123 (88) (400/PG)	PG	\$ 23.00
MILITARY DEPARTMENT			
7540-946-0100-4	Flags Over California (2002)	EA	\$ 4.65
PERSONNEL BOARD			
7540 954 0020 1	Law Governing the Calif. Civil Service Merit System	EA	\$ 19.35
MENTAL HEALTH			
7540 956 1000 1	California Department of Mental Health, Laws and Regulations, 2002	EA	\$48.20

* The Legal Source Book (Text, Index and Binder) **CAN** be ordered on a STD. 116 Supply Order Form.

The Legal Source Book Update **CAN NOT** be ordered on a STD. 116 Supply Order Form.

The Legal Source Book and Legal Source Book Update can be ordered together **ONLY** if prepaid by check.

Commodity No.	Title	Order Unit	Price
CONSUMER AFFAIRS			
7540 957 0001 4	Contractors License Law and Reference Book	EA	\$ 17.70
7540 957 1017 2	Laws Retlated to Practice of Physicans/Surgeons (2001)	EA	\$ 23.05
7540 957 1019 6	Candidate's Review Guide - Pharmacy	EA	\$ 9.20
7540-957-1100-0	Roster Prof Engineers (98)	EA	\$ 50.00
7540 957 1108 5	Nurse Practice Act with Rules and Regulations Out of Print	EA	
7540 957 1200 4	Dental Practice Act with Rules and Regulations	EA	\$ 10.70
7540 957 1302 1	Therapy Never Includes Sex (English) (25 Min Order)	EA	\$ 0.40
7540 957 1303 3	Therapy Never Includes Sex (Spanish) (25 Min Order) out/print	EA	\$ 0.40
7540 957 1305 7	Consumer Law Sourcebook (3 Volumes)	SE	\$ 85.00
7540 957 1306-9	For Your Peace of Mind (Pg of 25)(2001)	PG	\$ 11.30
HEALTH SERVICES			
*7540 958 1012 9	Manual of Criteria for Medi-Cal Authorization	EA	\$ 12.10
*7540 958 1013 0	Subscription to Manual of Criteria for Medi-Cal Authorization	YR	\$ 24.40
7540 958 1016 6	Hazardous Waste Control Law & Safety Code Excerpt 2001	EA	\$ 30.25

* The Manual of Critiera for Medi-Cal Authorization **CAN** be ordered on a STD. 116 Supply Order Form. The Manual of Critiera for Medi-Cal Authorization Subscription Service **CAN NOT** be ordered on a STD. 116 Supply Order Form. The Manual of Criteria for Medi-Cal Authorization and the Medi-Cal Authorization Subscription Service can be ordered together **ONLY** if prepaid by check.

Commodity No.	Title	Order Unit	Price
HEALTH SERVICES (Continued)			
7540 958 1500 0	Uniform Hazardous Waste Manifest Forms (Continuous Pages - 400 Per Box)	BX	\$ 75.65
7540 958 1501 2	Uniform Hazardous Waste Manifest Forms (Continuous Pages - 50 Per Package)	PG	\$ 16.90
PERSONNEL ADMINISTRATION			
7540 980 1000 8	Pay Scales in California State Service, 50th Edition (2000)	EA	\$ 56.05